

***Rationale:***

Supervision is perhaps one of the key requirements in the prevention of accidents and injury throughout the centre. Childcare staff require the skills to be able to assess potential risks during supervision and be able to implement changes to supervision to avoid accident or injury. New and relief staff should be informed of potential supervisory risks according to each individual child in a confidential and sensitive way.

***Aim:***

- To ensure the potential for accidents and injury to children is reduced.
- For staff to be aware of the variables relating to supervision.
- To ensure safety for children when participating in excursions.
- For staff to evaluate supervisory practices.

***Implementation:***

***Parents will:***

- ✓ Hand children over to a staff member on arrivals and ensure a staff member is informed when departing.
- ✓ Inform staff if someone other than those who are authorised to will be collecting the child.
- ✓ Ensure the 'authorised person to collect' information is up to date.
- ✓ Inform staff of any current or pending court orders affecting the child and provide the centre with a photocopy of the court order to be kept with the child's enrolment form.
- ✓ Adhere to correct sign in and out procedures.
- ✓ Ensure that front gates and playground gates are closed after entry or exit.
- ✓ Notify the centre if arrangements to collect school age children for after-school care are changed.

***Staff will:***

- ✓ Never leave a child unattended on the nappy change table/mat.
- ✓ Ensure infants are securely buckled into highchairs and the drop side of cots must be raised when children are in cots.
- ✓ Never leave a child unattended to eat or drink, including from bottles (choking is often silent).
- ✓ Ensure that all children are within sight and/or hearing of staff at all times.
- ✓ Ensure that where multiple areas are available to children at the same time (indoor/outdoor activities) all areas are supervised.

- ✓ Position themselves (do not sit back to the children) and arrange equipment, furniture and activities appropriately.
- ✓ Communicate effectively by informing other staff if they are leaving an area.
- ✓ Be aware of the 'Releasing of Children' procedure and ensure children are only released to authorised people.
- ✓ Be flexible to allow for small groups of children who may require supervision eg: A group of children who are still eating their lunch.
- ✓ Be aware of the cultural and individual supervision needs of each child eg: a child may require private space but will still need to be supervised.
- ✓ Ensure younger children's safety is not compromised in mixed age groups.
- ✓ Regularly evaluate their supervisory practices through staff meetings, staffroom discussions and at other times when required.
- ✓ Document changes made to supervisory practices and the reasons for making them (Centre Manager's Monthly Compliance Checklist).
- ✓ Do regular head counts of children in their care (especially when entering the playground & on leaving the playground).
- ✓ Be aware of where every child is at all times.
- ✓ Discuss best position points of supervision (especially in the playground) to avoid clustering in one spot. Supervision should be active and interacting with the children (not just standing and watching).
- ✓ Ensure staff: child ratios are correct at all times to assist supervision.
- ✓ Encourage children to inform staff members when they are leaving an area to use the bathroom.
- ✓ Question any stranger to the centre in a friendly way eg: "Hello, can I help you?" (And observe the persons actions).
- ✓ Ensure a staff member is allocated to supervise a wading pool or water play activity. If this is not possible plan for this activity at another time. A water trough must be emptied before leaving the playground, as the group entering the playground after may not be aware that it has water in it.
- ✓ Ensure supervision of excursions adheres to Regulation guidelines (see excursion procedure).
- ✓ Ensure front gates and playground gates are closed after entry and exit.
- ✓ Notify Centre Manager immediately if school age children are not at the designated area for pick-up for after-school care.
- ✓ **All children accessing the OSHC facility located on the Clayfield College grounds will be escorted to the centre via Gregory Street Access.(approx 50 Mtrs) .School age excursion Ratios of 1:8 will apply at all times and all families will be required to complete an approved escort form on enrolment or transfer to new facilities**
- ✓ Follow a close-down procedure as they vacate their room
  - correct number of children are placed in the care of late shift staff
  - doors and windows are locked as staff vacate the room or on dusk, which ever occurs first.
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***Management will:***

Updated: July 2010

Sourced: Relevant State Childcare Act and Regulations 2000/2003 and Act 2010

- ✓ Support staff in developing a plan for improving facilities and correcting problems if effective supervision is difficult due to the design of buildings or grounds.
- ✓ Maintain current records relating to authorise people to collect each child, court orders and custody issues.

# Excursion Procedure

*The aim of an excursion is to extend the children's experiences beyond that able to be offered at the centre.*

*The excursion objective is to offer the children these extended experiences in an enjoyable manner that is safe and as anxiety free for the children, adults and staff as possible*

1. The Room Leader must first obtain permission from the Centre Manager or Licensee for an excursion to be planned. Details should be provided to assist in decision-making.
2. Excursions should be appropriate to the child's development, interests and needs.
3. An excursion information form should then be developed detailing date, proposed destination & contact number, time children will be leaving the centre and returning, mode of transport, contingency plan for inclement weather & staff members responsible for the excursion. A permission form should be attached to this information for the parent/carer to sign and return to the centre.
4. A tentative booking should be made to the place of the excursion if required.
5. Decide how many children will be likely to participate in the excursion and calculate how many adults will be required to assist. Adults must have an open licence to transport children and children should only be seated in the back seat with appropriate restraints.
  - a. Staff attending the excursion must have a current First-Aid certificate and current CPR certificate.
  - b. Child:adult ratios in accordance to regulation requirements are as follows:
  - c. 4 children : 1 adult
  - d. Ratios if there is water or other significant hazard
  - e. 1 adult: 2 children (over 3 years) or 1 adult: 1 child (under 3 years)
  - f. 1 adult: 8 children for children aged from Prep to school age**
6. Request parent helpers according to required ratios.
7. Confirm booking at place of excursion if required adults are available to assist.
8. Provide parent helpers with the 'Excursion – Parent Helper Information' sheet.
9. On the day of the excursion children should have a sticker or tag pinned to them detailing the name of the centre and a contact phone number. Do not put the child's name on the sticker.
10. Take a mini first aid kit on the excursion.

11. SAFETY: A head count should be done at regular intervals, road rules should be discussed and enforced when walking with children, be aware of additional risks such as water, bush, roads and crowds.
12. On return to the centre plan follow-up activities to extend on the children's knowledge gained from participation in the excursion.

## Excursions

### Parent Helper Information

Thankyou for offering to assist us on the excursion to \_\_\_\_\_  
on \_\_\_\_\_.

For us to adhere to regulations regarding correct child: adult ratios on excursions your assistance is greatly appreciated. Please read the following information to enable our excursion to be as enjoyable and safe as possible.

- ❖ You will be allocated a small group of children to supervise under the guidance of the Room Leader.
- ❖ At all times these children must be within your sight.
- ❖ The children will be wearing an identification sticker or tag that has the name of the centre and a contact phone number on it.
- ❖ The staff attending the excursion will have a current first-aid certificate and CPR certificate. They will also have a mini first-aid kit on hand.
- ❖ You will be advised if the children in your group have any additional needs eg: allergies, physical, medical or behavioural.
- ❖ Please follow all road safety rules when supervising children from the centre. This includes while driving in your car and when walking with the children.
- ❖ If you are assisting with transport on the excursion please do not seat any children in the front seat of your car. Please ensure the safety restraints (seatbelts) are tightened and are fitted correctly for your small group.
- ❖ Regulations require you to have an open drivers licence to assist with transport and have a roadworthy vehicle.
- ❖ Please don't hesitate to ask the Room Leader or other staff member for help or assistance with your group of children during the excursion.

I \_\_\_\_\_ have read and understand the  
information regarding the excursion policy at \_\_\_\_\_.

I am happy to assist with transport/supervision for the excursion to \_\_\_\_\_  
\_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Variables for Effective Supervision

When supervising, staff should take account of:

- number of children
- number of staff
- experience, knowledge and skill of each staff member
- developmental profile of each child
- current activity of each child (eg. running, climbing, eating, drinking)
- characteristics of each child and each group of children
- accident and emergency procedures
- characteristics of the setting
  - potential hazards
  - visibility
  - accessibility
- spaces available
  - indoors
  - outdoors
  - during outings