



SUPERVISION POLICY

POLICY STATEMENT

Supervision is defined as *'the active awareness of the responsibility to act in the best interest of all involved in the Service to provide a safe, healthy and supportive environment that promotes, supports, builds on and challenges children's learning and development.'* National Quality Standard (NQS).

At Clovelly out of School Care, we understand that we have a duty of care to ensure that children are provided with a safe and secure education and care environment that is effectively supervised by a sufficient number of educators. The type of supervision required is dependent on the type of experiences that children are participating in, the specific environment and its possible hazards, and the age, needs and propensities of each individual child. We believe that maintaining a generous educator to child ratio is an important factor in determining the quality of care we provide and essential to fulfilling this statutory duty of care.

PROCEDURE

It is a requirement under the Education and Care National Law and National Regulations that all children being educated and cared for by a Service are adequately supervised at all times while in the care of that Service, and that children are protected from harm and hazards. Educators will ensure this adequate supervision of children by actively watching and monitoring the learning and leisure environment, observing children's play and anticipating potential dangers. Clovelly Out of School Care use SMILE (Scan, Move, Interact, Learn and Encourage) plan each session to adequately supervise each session.

All parents and guardians should feel confident that adequate supervision of children is always maintained by educators, and that all educators undertake their duty of care to children diligently and consistently. Families also need to feel confident that their child is in a safe, secure environment. Children need to be able to learn and grow in an environment that ensures potential risks are recognised and appropriate supervision is provided. This allows children to explore and push the boundaries of their abilities.

Management will ensure:

- Ensure that parents are notified of any breaches of supervision as soon as we are aware. This will then be reported to NQAITS within 24 hours. Details of this incident/situation are also to be recorded within our own record
- Educators under eighteen years of age may be employed at COOSC are not left alone with children
- The Service maintains the required educator-to-child ratio for School Aged Children- 1:15
- The service will adapt the ratio when needed for excursions (i.e. 1:8 medium risk, 1:10 low risk, 1:5 high risk)
- The Education Leader or Management will arrange the team every session to maximise suitable supervision

Nominated Supervisor will:

- Develop and maintain rosters that ensure continuity of care and adequate supervision



- Ensure Educators avoid experiences or actions that will distract them from supervision, such as speaking to other Educators for long periods of time

Educators will:

- factoring in SMILE when facilitating the assigned experience or spontaneous play so that children can be effectively supervised. Utilise SMILE in routine times (e.g. meal times, group times) as well as play time.
- Be aware of where children are at all times and monitor the environment closely
- Recognise when the float educators are required in areas where experiences are more populated with children and communicate this through the walkie talkies
- complete the Daily Hazard Checklist (assigned on organiser document) prior to each session
- Use the SMILE acronym at all times when engaging children in their planned experience or spontaneous play
- Communicate readily with each other about the supervision of children, e.g. use float educators to cover your area before leaving and using the walkie-talkies as necessary
- Not group together except for brief, necessary discussions including the children e.g mini meetings at the beginning of the session
- Anticipate what might happen next when watching children's play, and be prepared to intervene where there is a potential danger. This includes being alert to sounds or behavior that may indicate a problem or need for intervention or assistance
- Be vigilant in monitoring children's movement around the service when rostered on as a float. This includes out of bounds areas and the bathrooms
- Be vigilant during children's departure from the service, including being aware of the people who have authority to collect the child (alternative to collect people noted down in the confidential diary located in the COOSC office)
- Be aware of and regularly check high-risk areas like the pedestrian gate (only point of access for parents and students), bathrooms and any out of bounds areas

Levels of supervision will be determined based on a risk assessment and adapted according to:

- the experience, qualifications, and capabilities of educators;
- educators' knowledge of individual children and the group;
- the age, developmental stages, abilities, and characteristics of the children;
- the number of children attending;
- any medical conditions, disabilities, or additional support needs;
- the nature and risk level of the activity or experience;
- children's previous experience and familiarity with the activity or environment;
- the physical environment, including identified hazards;
- weather and other environmental conditions; and
- whether the activity occurs on the service premises or during an excursion.

Educator to child ratios

There will be a maximum of 15 children to 1 educator attending the service. The Nominated Supervisor will always be mindful of the educator to child ratio when rostering educators. Wherever possible, extra educators (floats) will be employed to assist in providing a higher standard of care.



RELEVANT DOCUMENTS FOR CONSIDERATION

My Time, Our Place
Education and Care Services National Law 2010
Education and Care Services National Regulations
Children and Young Persons (Care and Protection) Act 1998

Revised National Quality Standard
COOSC Family Handbook

Version number	Date effective	Description of amendment	Name
1	June 2022	New wording and endorsement	
2	September 2024	Addition of upholding legal ratio when off site	
3	Oct 2025	terminology changes, SMILE active supervision plan	
4	July 2026	Changes after breach report	BJ

Considered and accepted by the staff (representative) – Brooke Johnstone