

SUPERVISION POLICY



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POLICY STATEMENT

Catholic Early EdCare is dedicated to ensuring the safety and wellbeing of children through comprehensive and effective supervision practices.

BACKGROUND

This policy is established in accordance with the Education and Care Services National Regulations focussing on safeguarding children through consistent and vigilant supervision.

Policy Sponsor: Operations

Document Type: Policy

Applicable To: Catholic Early EdCare

Approved By: Director, Catholic Early EdCare

Date of Effect: 30 May 2024

Due for Review: 30 May 2027

Version No. 2024.1

LEGISLATIVE REQUIREMENTS

<u>Education and Care Services National Regulations</u>	
Section 165	Offence to inadequately supervise children.
Section 167	Offence relating to protection of children from harm and hazards.
Section 174	Offence to fail to notify certain information to Regulatory Authority.
Reg 84A	Sleep and rest requirements.
Reg 84B	Sleep and rest requirements.
Reg 84C	Sleep and rest requirements.
Reg 101 (2)(f)	Supervision during excursions.
Reg 115	Premises designed to facilitate supervision.
Reg 120	Educators who are under 18 to be supervised.
Reg 122	Educators must be working directly with children to be included in ratios.
Reg 123	Educator to child ratios—centre-based services.
Reg 168	Education and care services must have policies and procedures.
Reg 168 (2)(h)	Policies and procedures are required in relation to providing a child safe environment.
Reg 168 (2)(gb)	Policies and procedures are required in relation to safe arrival of children.
Reg 170	Policies and procedures to be followed.
Reg 171	Policies and procedures to be kept available.
Reg 172	Notification of change to policies or procedures.
Reg 176	Timeframes for notifying certain information to the Regulatory Authority.

National Quality Standard		
Quality Area 2	Children's Health and Safety	
Standard 2.2	Safety	Each child is protected.
Element 2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
Quality Area 4	Staffing Arrangements	
Standard 4.1	Staffing Arrangements	Staffing arrangements enhance children's learning and development.
Element 4.1.1	Oranisation of Educators	The organisation of educators across the service supports children's learning and development.

PRINCIPLES OF CEEC

- We are committed to ensuring children have access to environments that are safe, secure and appropriately supervised at all times.
- We adhere strictly to all legislative requirements to ensure children's safety and wellbeing.
- We recognise that effective supervision practices begin prior to children's arrival at the service and encompass the ways educators seek to improve environments to actively protect children from harm and hazard.
- We provide environments that allow for some privacy and opportunities for independent play relative to children's developmental stage and understand that effective supervision provides experiences that support safe and positive engagement in the environment.
- We ensure all areas accessible to children are safe and free from hazards as far as reasonably practical, and safety checks of materials and equipment are undertaken.
- We engage and support educators in implementing effective supervision strategies.
- We commit to active and continuous supervision of children at all times.
- We recognise educators need to adjust levels of supervision depending on the area of the service, the skills, dynamics and ages of the children they are supervising. Educators must be actively involved with children, knowing where children are at all times; actively monitoring their activities, constantly observing, and relating to individual children or groups of children in relation to their safety, health and wellbeing.
- We ensure we meet all legislative requirements and obligations in relation to supervision under the Education and Care Services National Law and National Regulations.
- We prioritise good governance and quality management by supporting Service Leaders and staff with policies, procedures which clearly outline their roles and responsibilities, focusing on quality outcomes for children.
- We work collaboratively with families to enhance supervision practices, fostering a secure environment for children.

KEY TERMS

Term	Meaning	Source
ACECQA	Australian Children's Education and Care Quality Authority. The independent national that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.	Guide to the NQF
Adequate Supervision	Adequate supervision means: <ul style="list-style-type: none"> that an educator can respond immediately, particularly when a child is distressed or in a hazardous situation. knowing where children are at all times and monitoring their activities actively and diligently. 	
Educator	An individual who provides education and care for children as part of an education and care service.	Guide to the NQF
Effective Supervision	To provide effective supervision, educators need to be conscious of the physical environment and be attuned to the needs of individual children.	ACECQA
Nominated Supervisor	A person who is nominated by the approved provider of the service to be a nominated supervisor of that service and, unless the individual is the approved provider, has provided written consent to that nomination.	Guide to the NQF
Responsible Person	An individual who is physically present and is responsible for the operation of a centre-based service for an agreed period of time. A responsible person must be present at all times that the approved service operates and can be: <ul style="list-style-type: none"> the approved provider or a person with management or control of the service; a nominated supervisor of the service; or a person placed in day-to-day charge of the service in accordance with the National Regulations. 	
Staff Member	Any individual (other than a nominated supervisor or a volunteer) employed, appointed or engaged to work in or as part of an education and care service.	

LINKS TO OTHER POLICIES AND DOCUMENTS

- [CEEC HS PRO Supervision Procedure](#)
- [CEEC PP POL Interactions with Children Policy](#)
- [CEEC HS FORM Daily Safety Checklist - Toilets](#)
- [CEEC CH FORM Toilet Practices](#)
- [CEEC CH FORM Nappy Changing Procedure - Nursery](#)
- [CEEC CH FORM Nappy Changing Procedure - Pre Kindy Group](#)
- [Supervision Management Plans](#)
- [Service Management Plans](#)
- [Risk Minimisation Plans](#)
- [Behaviour Support Plans](#)
- [Safety Checklists](#)
- [Active Supervision: Ensuring Safety and Promoting Learning](#)
- [Minimising the Risk of Children Being Mistakenly Locked in or out of Service Premises](#)
- [Nappy Change and Toilet Learning, Early Childhood Australia \(2020\)](#)

INDUCTION AND ONGOING TRAINING

This policy will be available on the Archdiocesan Intranet (AI) and the Catholic Early EdCare website. Service Leaders and Managers are responsible for ensuring staff are able to access policies and supporting documents. All staff are responsible for understanding and complying with this policy. Educators and families are able to access this policy on the Catholic Early EdCare website.

- Educators and families will be invited to participate in the review of this policy.
- Families will be able to access a copy of this policy during the enrolment process.
- Summary information will be included in the CEEC information handbooks.
- Changes to this document will be shared with families and educators.
- Ongoing training opportunities for educators will be provided using a range of learning platforms.

Please contact the Policy Sponsor for further interpretation of this policy.

MONITORING EVALUATION AND REVIEW

Monitoring of compliance with this policy and the related procedure will be completed by Service Leaders, Responsible Persons and the Support Office team.

The review process for this policy will begin 8 (eight) weeks prior to the stated review date and include a consultation period with families, educators, Catholic Early EdCare team and any other relevant stakeholders.

Communication about any changes in or review of the policy, procedure or related supporting documents will be provided to Catholic Early EdCare team, Service Leaders, educators and families once finalised.

Breaches of this policy will be dealt with under Centacare's misconduct provisions, as stated in the Employment Guidelines Code of Conduct.



