

## CEEC PP POL SUPERVISION POLICY

Policy Domain	PROGRAMMING AND PRACTICE
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Applicable to	CATHOLIC EARLY EDCARE
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Policy Sponsor	PROGRAMMING AND PRACTICE
Related policy documents	CEEC HS PRO Supervision Procedure CEEC PP POL Interactions With Children Policy CEEC PP POL Guiding And Supporting Behaviour Policy CEEC HS POL Health And Safety Policy
Related legislation	Education And Care National Law Act 2010 Education And Care Services National Regulations 2011 Education And Care Services National Amendment Regulations 2017 Guide To The National Quality Framework

### PURPOSE

Catholic Early EdCare (CEEC), a Directorate of Centacare under the Corporation of Trustees of the Roman Catholic Archdiocese of Brisbane is committed to achieving and maintaining the highest practical standards of workplace health and safety for its workers, visitors and children in the care of Catholic Early EdCare.

This policy has been developed to outline the commitment of Catholic Early EdCare to the adoption and implementation of supervision practices across all Services.

### SCOPE

This policy applies to educators as defined in the Education and Care Services National Law.

### 1. POLICY STATEMENT

- 1.1 It is the policy of Catholic Early EdCare that all Services will adopt and implement supervision practices that are both adequate and effective at all times.
- 1.2 All Catholic Early EdCare Services are required to maintain Educator to child ratios in accordance with the Education and Care Services National Regulations 2011 - Part 4.4

'staffing arrangements' and for Queensland Services, Part 7.5 'Queensland – Specific Provisions').

- 1.3 Catholic Early EdCare defines supervision as the practice of constantly observing and relating to individual children or groups of children in relation to their safety, health and wellbeing.
- 1.4 Catholic Early EdCare acknowledge that children require safe and secure child care environments that are appropriately supervised at all times.
- 1.5 Catholic Early EdCare has a duty of care to ensure all areas accessible to children as far as reasonably practical are safe, free from hazards, and there are sufficient Educators to oversee children's activities.
- 1.6 Catholic Early EdCare considers supervision practices assist in the prevention of harm to children through responding to potential or actual harm and hazards.
- 1.7 Supervision requires the Educator to be actively involved with children and have knowledge of what each child in their care is doing at any given time and supervision provides experiences that support safe and positive engagement in the environment.
- 1.8 All Catholic Early EdCare Services will ensure adequate supervision is provided at all times as per National Law: Sections 165, 167, 174 and the National Regulations: Regulations 101, 176, 166, 168
- 1.9 Catholic Early EdCare will provide supervision training to all staff as detailed in CEEC PP PRO Supervision Procedure.

## **SUPPORTING DOCUMENTS**

N/A

## **COMPLIANCE**

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

## **IMPLEMENTATION**

Centacare will place this policy on the Archdiocesan Intranet (AI). Directors and managers are responsible for ensuring that the appropriate communication of policies and supporting documents to staff has occurred. All staff are responsible for understanding and complying with this policy. Contact the Policy Sponsor for further interpretation of this policy.

## DEFINITIONS

Educator	Educator is an individual who provides education and care for children as part of an education and care service.
Supervision	Supervision as the practice of constantly observing and relating to individual children or groups of children in relation to their safety, health and wellbeing. Supervision involves more than preventing or responding to potential or actual harm and hazards. Supervision requires the Educator to be actively involved with children and have knowledge of what each child in their care is doing at any given time.
Effective Supervision	Effective supervision requires Educators to be actively involved with children. Effective supervision is not fulfilled by Educators merely 'standing back and watching'. Effective supervision requires the combination of active supervision with the application of risk reduction strategies (i.e. risk treatment or control measures).
Adequate Supervision	Adequate supervision occurs when an Educator can respond immediately, including when a child is distressed or in a hazardous situation.

## 2. RECORD KEEPING

- 2.1 Catholic Early EdCare will maintain all records as required by AOB and Centacare policies and procedures relating to record keeping
- 2.2 All Catholic Early EdCare Services are required to maintain all records in their Service folder on the L:\ drive.
- 2.3 All Catholic Early EdCare Services will adhere to Division 3 – Information and record keeping requirements, Education and Care Services National Regulations; specifically Subdivision 4 – Confidentiality and Storage of Records (181, 182, 183, 184).
- 2.4 Catholic Early EdCare will ensure all privacy provisions are implemented in relation to record keeping in accordance with the Archdiocese of Brisbane (AOB) privacy statement and AOB privacy policy available on the AI portal this extends to storing records in a secure and confidential manner.
- 2.5 Service records will be maintained (stored and preserved) in conditions suitable to the length of time they need to be kept and made available for use. This applies regardless of the format of the records or the media they are stored on.
- 2.6 Catholic Early EdCare will coordinate the removal, archiving and disposal of records as required.