

1. Policy Statement

Our Service believes that the supervision of children in our care is of paramount importance and that we all have a responsibility to protect the health and safety of each individual at all times. Children need safe and secure environments in which to thrive. Effective supervision is integral to creating environments that are safe and responsive to the needs of all children. Part of this is ensuring that children are protected from hazards or harm that may arise from their play and daily routines. Effective supervision also allows educators to engage in meaningful interactions with children. Our service is committed to:

- Complying with the Education and Care Services National Law and Regulations at all times.
- Ensuring that children are supervised at all times; according to the service zone supervision plan/maps and the PCYC OOSH Policies and Procedures
- Considering the design and arrangement of children’s environments to support active supervision
- Using supervision skills to reduce or prevent injury or incidents to children and adults
- Guiding educators to make decisions about when children’s play needs to be interrupted and redirected
- Supporting educators and their supervision strategies
- Providing consistent supervision strategies when there are staffing changes
- Acknowledging and understanding when supervision is required for high-risk experiences and/or the ratio of adults to children is increased.
- (National Quality Standard 2.2, Element 2.2.1)

2. Scope

All educators (whether casual, part time or full time) are subject to the policies and procedures in governing PCYC-Out of School Hours.

3. References

- Education and Care Services National Law 2010
- Education and Care Services National Regulations 2010 and 2014 Update (S51, 165, 166, 167, 170, 171, R82, 83, 99, 100, 101, 102, 115, 123, 155, 168, 176)

Document Number	POL- 077	Document Owner	General Manager –Programs & Social Impact
Version	4.0	Business Unit	OOSH

- National Quality Standards and Elements (Standard 2.2, Elements 2.2.1)
- Child Care Management System
- Enrolment Forms
- Orientation Policy
- Delivery and Collection Policy
- Confidentiality Policy
- Governance and Management Policy

4. Definitions

The following terms, when used in this Policy, have these meanings:

Educators	PCYC NSW OOSH Employees
Active Supervision	<ul style="list-style-type: none"> • Active supervision is a combination of listening to and watching children play, being aware of the environment and potential risks, any equipment children are using, the weather conditions, the time of day, managing small and large groups of children, transitions and many more factors.
Adequate Supervision	<ul style="list-style-type: none"> • Adequate supervision ensures that our educators can respond swiftly and effectively, especially if a child is distressed or in a risky situation. • Adequate supervision also means knowing the location of every child at all times, while actively and attentively monitoring their activities to maintain a safe and supportive environment.

Document Number	POL- 077	Document Owner	General Manager –Programs & Social Impact
Version	4.0	Business Unit	OOSH

5. Procedure

5.1. Planning for Supervision

Ratios:

- In accordance with the Education and Care Services National Law and Regulations, the service will ensure that the prescribed ratio of 1 educator for every 15 children is adhered to at all times the service is educating and caring for children.
- This ratio will reduce to 1 educator for every 8 children when on an excursion outside of the service premises.
- The ratio will reduce to 1 educator for every 5 children when an activity incorporates a body of water

5.1.1 Supervision Hot Spots

- Hot spots areas of the service helps educators to better supervise children when they are
- accessing various locations such as indoor, outdoor, sporting fields, toilets etc.
- The nominated supervisor will ensure a zoned supervision map is on display that shows educators the area they are primarily responsible for supervising.
- A marker within each hot spot on the map will demonstrate the most effective vantage
- point for effective supervision. This will be a location that allows for the educator to see
- and/or hear the children accessing that spots and acts as a guide only. Educators will move
- throughout the zone freely and not remain fixed unless the level of supervision required them to be.
- All educators will be involved in the preparation of the zoned supervision map and will physically walk
- the areas to determine where the most effective zones and vantage points are located.
- Each spot will have different duties required of the educators supervising them.
- The service will ensure each zoned supervision area has a documented list of the expected duties required in each spot.

5.1.2. Rosters

- To ensure there are a sufficient number of educators to meet ratios each time children are being educated and cared for, the nominated supervisor will ensure a roster is completed and made available for educators to review.
- The Nominated supervisor will develop and maintain rosters that ensure continuity of care and adequate supervision at all times when children are in attendance at the OOSH Service including:
 - I. visiting and returning from the children’s toilets

Document Number	POL- 077	Document Owner	General Manager –Programs & Social Impact
Version	4.0	Business Unit	OOSH

- II. transported to and from the OSHC Service premises (see: *Transportation Policy*)
- III. transported in a vehicle/bus as part of an excursion
- IV. transitioned between the OSHC Service and school grounds and
- V. during excursions and outings (including Vacation Care)

5.1.3. Team Approach

- Each educator comes to the service with their own beliefs and values. With this also comes their understanding and interpretation of how and why certain things are done.
- It is important to ensure that the service has a team approach when it comes to the way supervision is performed and why it is so critical to their work.
- The service will regularly discuss supervision practices at meetings and explore each educator's definition of what supervision means to them and what that looks like in action.
- For team meetings minutes will be taken and stored in a file
- For all children to be safely supervised there must be an agreement on how supervision is undertaken

5.2. Minimising Risk

5.2.1. Risk Assessment:

- Each supervision area of the service comes with its own unique risks and hazards. To minimise the possibility of children, educators or visitors being harmed anywhere in the service it may be necessary for certain zoned supervision areas to have a risk assessment completed and documented.
- This will assist educators in being able to focus on supervising and interacting with children rather than dealing with hazard reduction during key supervision times.
- The service will ensure that any area deemed 'high risk', based on the volume of children accessing it, the activities that happen in that zone or the number of 'near misses' that have occurred there, will have a designated risk assessment and accompanying management plan or strategy. This may be included as part of the service daily indoor/outdoor safety checks for BSC/ASC/VC.

Document Number	POL- 077	Document Owner	General Manager –Programs & Social Impact
Version	4.0	Business Unit	OOSH

5.2.1. Access:

- Educators will ensure that children are unable to/understand not to access unsupervised areas of the service and that potentially hazardous items are kept out of areas that children have access to in accordance with service safety procedures.

5.3. The Principles of Active Supervision:

- Active supervision is a combination of listening to and watching children play, being aware of the environment and its potential risks, any equipment children are using, the weather conditions, the time of day, managing small and large groups of children, transitions and many more factors.
- It is crucial that educators are aware of the different ages, personalities, behaviours, needs, abilities and characteristics of the children in their care. How children interact, communicate and play with one another is dependent on the educators building relationships with children to learn about who they are, how they react in certain situations and discover their interests. These are vital skills to develop as they assist educators 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.

5.3.1. Knowledge:

- Understanding each child's abilities and skill level by developing meaningful relationships with all children and engaging in their play.
- Using clear and simple rules and boundaries that are developed with and known to all children and consistently applied by educators and enforcing strategies for when children do have to move out of play areas such as buddy systems for toilet access etc.
- Checking the environment for hazards and risks prior to children accessing it and during supervision and ensuring the setting up of the environment supports active supervision practices.

5.3.2. Vigilance:

- Educators positioning themselves in strategic positions where they can see and hear children.

Document Number	POL- 077	Document Owner	General Manager –Programs & Social Impact
Version	4.0	Business Unit	OOSH

- Educators scanning constantly with both sight and hearing for any hazards or issues, which may pose a risk to children’s health, well-being or safety.
- Circulating the play areas where children are situated.

5.3.3. Empowerment:

- Teach children by showing them how to appropriately and safely use equipment and access play areas and take some responsibility for their actions.
- Support children to determine safe and unsafe practices.
- Encourage children’s confidence in reminding their peers about safe practices and to alert an educator if there is a problem

5.3.4. Supervision Model:

- Two PCYC NSW educators are required to be in the Licensed area
- All educators must hold:
 - First Aid (004)
 - Asthma
 - Anaphylaxis
 - ID and Respond
- One educator member must sign in as the person responsible for each session
- Educators are to be aware of the number of children in the room and or outside supervised areas.

5.3.5. Supervision Outside of the Service

Transporting children to and from the service:

- There are obvious hazards that can be identified when children are outside of the service environment. Such times may include excursions, when children are collected and dropped off at school and when moving between the service and extracurricular activities.

Document Number	POL- 077	Document Owner	General Manager –Programs & Social Impact
Version	4.0	Business Unit	OOSH

- The nominated supervisor will ensure that a transport and safe arrival risk assessment is carried out before an authorisation is requested for an excursion or regular transport (please refer to PCYC Transport policy). The risk assessment will consider and identify:
 - the number of educators required to ensure continuous adequate supervision throughout the excursion
 - conduct an assessment to determine how children are supervised while being transported
 - and whether additional adults are required during transportation.
- The nominated supervisor will ensure a safe arrival risk assessment is carried out before any travel between PCYC OOSH service and another education service is undertaken (please see PCYC OOSH safe arrivals policy)
- Educators will ensure that children are supervised at all times whilst under the care of the service but outside of the service grounds and that any activities and play children undertake during these times is appropriate to the environment they are in and free from potential hazards where possible.
- Educators will ensure they are familiar with the procedures for locating a missing child who has not arrived at their expected collection point.
- Educators will ensure that children using public bathroom facilities will be accompanied by an educator and using the buddy system where possible (an educator will never be 1:1 with a child) and that head counts and roll calls occur regularly.

EDUCATORS WILL REFER TO THE TRANSPORT POLICY FOR DETAILED PROCESSES FOR MOVING CHILDREN

5.4. Partnership with Children

- Our service involves children in all aspects of the services daily operations including the rules/safe guidelines and boundaries that guide their behaviour.
- Children are offered opportunities to develop their own rules/safe guidelines and boundaries in partnership with educators, which then allow them to better understand the reason for limits and acknowledge the consequences when these are not adhered to.
- The age of children in our service range greatly, which reflects various levels of play behaviour.

Document Number	POL- 077	Document Owner	General Manager –Programs & Social Impact
Version	4.0	Business Unit	OOSH

- Educators will assess each play scenario in accordance with children’s development and adapt supervision strategies to meet individual needs. For example, younger children may require more active supervision than older children do or if children are doing an activity that poses a greater risk, which will affect the level and type of supervision given to that area.
- Educators respect all children’s rights to privacy and allow them the space to be independent but particularly children in older age groups. Educators will develop supervision strategies that monitor but also allow older children to self-manage their play and limit setting.
- Educators supervision levels will add to and enrich the play of children and only disrupt activities if there is a need due to hazard and risk identification.
- Educators will engage in play with children and interact with them in accordance with our services values and beliefs whilst also supervising. This helps to build meaningful relationships and helps to minimise challenging behaviours.

Document Number	POL- 077	Document Owner	General Manager –Programs & Social Impact
Version	4.0	Business Unit	OOSH

5. Document Information


Version History

Document Number	Version	Date	Created By	Role	Reason
POL-076	1.0	01/03/2018			New Policy
POL-076	2.0	19/03/2025	Laura Pellegrino	Quality, Compliance & Child Protection Manager	Review of policy

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Acceptance Signoff

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1.0	01/03/2018			
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Document Number	POL- 077	Document Owner	General Manager –Programs & Social Impact
Version	4.0	Business Unit	OOSH