

SUPERVISION POLICY

Supervision is an integral part of our work at Sunbeams. *“At its most basic level, supervision helps to protect children from hazards or harm that may arise in their daily experiences in play, interactions with others, and daily routines.”* (Victoria Department of Education and Training, 2010, p.1). Effective supervision allows educators to actively engage in play and leisure opportunities that are meaningful to children and support their wellbeing, development, and learning.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	NATIONAL QUALITY STANDARD	OTHER SERVICE POLICIES/ DOCUMENTATION	OTHER
R100, 101, 102, 115, 120, 121, 122, 165, 167, 174	2.2, 2.2.1, 2.2.2	<ul style="list-style-type: none"> - Administration of Medication Policy - Arrival and Departure Policy - Code of Conduct Policy - Emergency Evacuation Policy - Incident, Injury, Trauma and Illness policy, Mobile Devices Policy - Staffing Policy - Transportation Policy - Water Safety Policy 	<ul style="list-style-type: none"> - My Time, Our Place. - ACECQA. - ECA Code of Ethics - Guide to the national Quality Framework



WHO THE POLICY AFFECTS?

Management
Staff
Students
Parents

PURPOSE:

SUNBEAMS educators have a duty of care to ensure children are always supervised, maintaining a safe and secure environment adhering to Education and Care National Law and National Regulations. Supervision for children in OOSH requires educators to cater for a wide range of ages and abilities and requires flexibility and organisation to ensure thoughtful design and arrangement of children's environments, assists in the prevention and severity of injury to children. Effective supervision of children provides educators with the opportunity to support and build on younger children's play experiences whilst supporting older children's independence.

Educators will actively supervise children, identify risks and taking all necessary steps to prevent or minimise injury in a range of situations including, transitioning children between school and SUNBEAMS and whilst transporting children to and from the OOSH Service. Effective supervision of children provides educators with the opportunity to support and build on children's play experiences.

IMPLEMENTATION:

MANAGEMENT WILL ENSURE:

- that the premises and facilities are designed and maintained to always facilitate supervision of children while maintaining the rights and dignity of all children
- regulatory authorities are notified of any serious incident or complaints alleging the safety, health or wellbeing of children has been compromised within 24 hours of the incident or the time that the person becomes aware of the incident or complaint. This includes if an ambulance was called in response (not as a precaution) to the incident, situation, or event.
- ensure that parents are notified as soon as practicable but within 24 hours if their child is involved in a serious incident/situation at Sunbeams or whilst under the care of the



Sunbeams. Details of the incident/situation are to be recorded on the *Incident, Injury, Trauma, and Illness Record*.

- educators under eighteen years of age may work at an OOSH Service only if they are adequately always supervised by an educator over the age of 18 and are not left alone.
- minimum educator qualification requirements are recognised and adhered to according to legislative requirements.
- SUNBEAMS will maintain the required educator-to-child ratio for children over preschool age

MANAGEMENT AND/OR THE NOMINATED SUPERVISOR WILL:

- ensure that all educators are aware of where children are always and monitor the environment closely.
- ensure educators can respond to any situation immediately, particularly if a child is distressed or in a hazardous situation.
- develop and maintain rosters that always ensure continuity of care and adequate supervision when children attending SUNBEAMS including:
 - visiting and returning from children's toilets
 - playing at the oval, basketball courts and returning to sunbeams classroom.
 - transported to and from SUNBEAMS premises (see: *Transportation Policy*)
 - transported in a vehicle/bus as part of an excursion.
 - transitioned between SUNBEAMS and school grounds and
 - during excursions and outings (including Vacation Care)
- ensure flexibility of supervision to provide for educators to supervise individual children or small groups of children.
- respect children's age and developing independence and need for privacy when providing supervision for children while at SUNBEAMS.
- conduct risk assessments and plan ongoing supervision taking into consideration the layout of the premises and grounds, any higher risk activities, the presence of any animals, the location of activities and the location of bathroom facilities. The supervision plan and strategies will be displayed for families in all rooms and in the outdoor area.
- develop, maintain, and regularly review a supervision plan and strategies for both the indoor and outdoor areas, which will support educators to position themselves effectively to allow them to observe the maximum area possible.



- ensure educators avoid activities or actions that will distract them from supervision, such as speaking to other educators for long periods of time, taking personal phone calls, checking mobile phones, smart watches, or administrative tasks.
- ensure educators are aware if they need to move away from children, another educator is to replace them where possible. Communication is important between educators to ensure effective supervision.
- ensure educators are positioned allowing them to watch the maximum area possible.
- ensure educators move around the environment to observe the maximum area and to avoid standing with their back to children or talking with other educators.
- adopt accepted best practice, ensuring no staff member is left alone with a child to support child protection protocols.
- Ongoing professional learning and development for educators and staff in relation to supervision to support best practice and ongoing reflective practice.
- ensure that a Risk Assessment and a Management Plan is carried out before an authorisation is requested for an excursion. The risk assessment will consider and identify the number of adults required to ensure continuous adequate supervision throughout the excursion.

EDUCATORS WILL:

- have a sound understanding of their duty of care and responsibilities in ensuring children are within a safe environment.
- communicate and collaborate with others to ensure the effective supervision of children within Sunbeams.
- adhere to a supervision plan and strategies for both the indoor and outdoor environment, assisting colleagues to position themselves to effectively supervise children's play. The supervision plan will include the floor plan of Sunbeams and include the location of activity areas and the closest bathroom facilities for boys and girls.
- respect children's age and need for independence when actively supervising children in Sunbeams.
- implement vigilant supervision strategies for hygiene requirements including:
 - regular handwashing
 - cough and sneeze routines- using disposable tissues and handwashing.
- inform new and relief educators about supervision arrangements, outlining their supervision responsibilities.
- regularly evaluate the efficiency of the supervision plan and update as required.
- ensure any educators under the age of 18 years old are never left alone with children.

- ensure that at least one other educator is within sight when working with children or if it is necessary to assist a child to change their clothes.
- arrange the environment to balance supervision of children's needs depending on age, ability, and activities.
- emphasis for supervision will be on open playgrounds, risky play opportunities and doors during arrival and departure times.
- maintain correct ratios adhering to the Education and Care National Regulations throughout the education and care environment.
- ensure that all children are always in sight or sound of educators.
- ensure that children are supervised by an educator or accompanied by an older child when going to the bathroom while at Sunbeams.
- ensure that hazardous equipment and chemicals are inaccessible to children.
- scan the environment during interacting with individuals or small groups.
- continuously scan and look around the area to observe all the children in the vicinity.
- implement correct supervision strategies and not perform other duties while responsible for the supervision of children.
- listen closely to children whilst supervising areas that may not be in a direct line of sight noticing changes in volume or tone of voice.
- plan for a mixture of activities to allow for appropriate supervision of groups of children.
- Use walkie talkies provided by the service to effectively communicate with other educators within the service.

Consideration will be given to the design and arrangement of children's environments to support active supervision by:

- using supervision skills to recognise areas of risk therefore reducing the potential for injury or incident to children and adults.
- providing direct, constant, and proximal monitoring to children undertaking activities that involve some risk and recognising when the ratio of educators to children needs to be increased- (e.g.: carpentry, water activities, climbing)
- guiding educators to make decisions about when children's play and games needed to be interrupted and redirected.
- supporting educators with specific strategies such as positioning, peripheral vision and monitoring children's arrival and departure from Sunbeams
- providing consistent supervision strategies when Sunbeams requires relief educators.



ENDORSEMENT BY THE SERVICE:

The policy will be reviewed as required. The review will be conducted by management, staff, children, families, and the wider community.

Last reviewed: August 2025

Date of next review: March 2027

APPROVAL DATE: _____

DATE FOR REVIEW: _____