

the Y Ballarat – Supervision of Children Policy

Policy Number	Date Approved	Date Last Amended	Status
CP019-PO	03/06/2020		FINAL

1. PURPOSE

This policy will provide guidelines to ensure:

- A safe and secure environment for all children attending a Y Ballarat Children's Services.
- Adequate supervision of all enrolled children is maintained at all times.

2. SCOPE

The scope of this Policy applies to all Board members, Sub Committee members, staff and volunteers. This policy applies to The Young Men's Christian Association of Ballarat Inc and related entities and the Ballarat YMCA Youth Services. For the purposes of this document we refer to these as the YMCA. All Procedures must conform to this Policy.

3. POLICY

The Y Ballarat – Children's services are responsible for:

- complying with the legislated educator-to-child ratios at all times (*Education and Care Services National Law Act 2010*: Sections 169(1), *Education and Care Services National Regulations 2011*: Regulations 123, 355, 357, 360)
- counting only those educators who are working directly with children at the service in the educator-to-child ratios (Regulation 122)
- ensuring a minimum of two educators are rostered on duty at all times children are in attendance at the service
- ensuring that children being educated and cared for by the service are adequately supervised (refer to Definitions) at all times they are in the care of that service (*Education and Care Services National Law Act 2010*: Section 165(1))
- ensuring supervision standards are maintained during educator breaks, including during lunch breaks
- providing staff rosters, and casual and relief staff lists
- developing procedures to inform casual and relief staff about the supervision strategies outlined in this policy
- notifying the Regulatory Authority (DET) within 24 hours of:
 - a serious incident (refer to *Definitions*) occurring at the service, including when a child appears to be missing or cannot be accounted for (*Education and Care Services National Law Act 2010*: Section 174(2)(a), *Education and Care Services National Regulations 2011*: Regulations 12, 176(2)(a))
 - a complaint alleging that the health, safety or wellbeing of a child has been compromised or that the law has been breached (*Education and Care Services National Law Act 2010*: Section 174(2)(b), *Education and Care Services National Regulations 2011*: Regulations 175(2)(c), 176(2)(b))

- reporting notifiable incidents (refer to *Definitions*) to WorkSafe Victoria
- ensuring that the prescribed educator-to-child ratios are met at all times and that educators have required qualifications (Education and Care Services National Law Act 2010: Sections 169(3)&(4), *Education and Care Services National Regulations 2011*: Regulations 123, 355, 357, 360)

The Nominated Supervisor is responsible for:

- considering the design and arrangement of the service environment to support active supervision. This may be supported by a supervision plan
- providing safe play spaces for children, which allow for adequate supervision, including safe fall zones, good traffic flow, maintenance of buildings and equipment, and minimising trip hazards
- ensuring a minimum of two educators are rostered on duty at all times children are in attendance at the service
- ensuring that children being educated and cared for by the service are adequately supervised (refer to *Definitions*) at all times they are in the care of that service (*Education and Care Services National Law Act 2010*: Section 165(2))
- considering the design and arrangement of the service environment to support active supervision. This may be supported by a supervision plan
- identifying high-risk activities, including excursions (refer to *Excursions and Service Events Policy*), through a risk management process, and implementing strategies to improve children's safety e.g. increasing adult-to-child ratios above regulatory requirements (Regulation 101(2))
- ensuring supervision standards are maintained during educator breaks, including during lunch breaks
- evaluating supervision practices regularly in consultation with other educators and the Y Ballarat.
- notifying parents/guardians of a serious incident (refer to *Definitions*) involving their child as soon as possible, but not more than 24 hours after the occurrence

Lead educator and all other educators are responsible for:

- providing adequate supervision (refer to *Definitions*) at all times
- being alert to, and aware of, risks and hazards and the potential for incidents and injury throughout the service and not just within their own immediate area, and using supervision skills to reduce or prevent incident or injury to children and adults
- developing procedures to ensure that all children are accounted for at various times throughout the day, including before and after outdoor activities, incursions and excursions
- adjusting supervision strategies to suit the service environment, educator skills, and age mix, dynamics and size of the group of children being supervised and the activities being undertaken
- maintaining a duty of care to children at all times (including when the child is on the premises but not signed into or out of the care of the service and the parent/guardian or person delivering or collecting the child is responsible for supervising that child)
- communicating with other educators regularly to ensure adequate supervision at all times

- ensuring doors and gates are closed at all times to prevent children from leaving the service unaccompanied or from accessing unsupervised/unsafe areas of the service
- deciding when to interrupt and redirect children’s play to ensure safety at all times
- identifying opportunities to support and extend children’s learning while also recognising their need to play without adult intervention
- conducting daily safety checks of the environment to assess safety and to remove hazards
- arranging the environment (equipment, furniture and experiences) to ensure effective supervision while also allowing children to access quiet/private spaces
- providing direct and constant supervision when a child is near water (refer to *Water Safety Policy*)
- notifying the Y Ballarat in the event of a serious incident (refer to *Definitions*) occurring at the service or of a complaint being made alleging the health, safety or wellbeing of a child has been compromised
- assisting the Nominated Supervisor to evaluate supervision practices regularly
- supervising children’s daily departure from the service and being aware of the person who has authority to collect the child (refer to *Delivery and Collection of Children Policy*).

Parents/guardians are responsible for:

- ensuring educators are aware that their children have arrived or departed
- ensuring that doors and gates, including playground gates, are closed after entry or exit
- being aware of the movement of other children near gates and doors when entering or exiting the service
- enabling educators to supervise children at all times by making arrangements to speak with them outside program hours
- supervising their own children before signing them into the program and after they have signed them out of the program
- supervising other children in their care, including siblings, while attending the service.
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

4. ROLES AND RESPONSIBILITIES

Department/Role	Responsibility
Children’s Services	Responsible for meeting the requirements outlined in this procedure.
Managers and Supervisors	Responsible for implementing strategies to enact this procedure.

	Responsible for addressing non-compliance with this procedure.
Human Resources	Responsible for providing advice in the application of this procedure in accordance with agreed service levels.
All Employees and Volunteers	Responsible for meeting the requirements outlined in this procedure. Responsible for raising concerns or complaints in accordance with this procedure.

5. DEFINITIONS

Term	Definition
Adequate supervision	<p>Adequate supervision entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, rest and transition routines.</p> <p>Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.</p> <p>Adequate supervision refers to constant, active and diligent supervision of every child at the service.</p> <p>Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs, and immediately intervene if necessary.</p> <p>Variables affecting supervision levels include:</p> <ul style="list-style-type: none"> • number, age and abilities of children • number and positioning of educators • current activity of each child • areas in which the children are engaged in an activity (visibility and accessibility) • developmental profile of each child and of the group of children • experience, knowledge and skill of each educator • need for educators to move between areas (effective communication strategies).
Duty of Care	A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.
Hazard	A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

<p>Incident, Injury, Trauma and Illness Record</p>	<p>Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service.</p> <p>Any incident, injury, trauma or illness must be recorded as soon as is practicable but not later than 24 hours after the occurrence. Details required include the:</p> <ul style="list-style-type: none"> • name and age of the child • circumstances leading to the incident, injury, trauma or illness (including any symptoms) • time and date • details of action taken by the service including any medication administered, first aid provided or medical personnel contacted • details of any witnesses • names of any person the service notified or attempted to notify, and the time and date of this • signature of the person making the entry, and time and date of this. <p>These details need to be kept for the period of time specified in Regulation 183. A sample Incident, Injury, Trauma and Illness Record is available on the ACECQA website.</p>
<p>Notifiable incident</p>	<p>An incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria. Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences. For a complete list of incidents that must be reported to WorkSafe Victoria, refer to the <i>Guide to Incident Notification</i> on the WorkSafe Victoria website: www.worksafe.vic.gov.au</p>
<p>Serious incident</p>	<p>An incident resulting in the death of a child, or an injury, trauma or illness for which a reasonable person would consider required urgent medical attention from registered medical practitioner or emergency services or for which the child attended or ought reasonably to have attended a hospital. E.g. whooping cough, broken limb, anaphylaxis reaction.</p> <p>This also includes an incident in which a child appears to be missing, cannot be accounted for, is removed from the service in contravention of the regulations or is mistakenly locked in/out of the service premises (Regulation 12).</p> <p>A serious incident should be documented in an Incident, Injury, Trauma and Illness Record (sample form available on the ACECQA website) as soon as possible and within 24 hours of the incident.</p> <p>The Regulatory Authority (DET) must be notified within 24 hours of a serious incident occurring at the service (Regulation 176(2)(a)). Records are required to be retained for the periods specified in Regulation 183.</p>

6. LEGISLATIVE AND INDUSTRY REQUIREMENTS

Related Legislation -

Legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010:*
 - *Education and Care Sections 165, 167, 169, 174*
 - *Services National Regulations 2011*
Regulations 101, 168, 176

- *National Quality Standards*
 - Quality Area 2: *Children's Health and Safety*
Standard 2.2 Each Child is protected
 - Quality Area 3: *Physical Environment*
Element 3.2.1 Inclusive environment
 - Quality Area 4: *Staffing Arrangements*
Element 4.1.1 Organisation of Educators
 - Quality Area 5: *Relationships between Educators and children*
Standard 5.1.1 Positive educator to child interactions
Element 5.1.2 The dignity and rights of every child are maintained

- *Occupational Health and Safety Act 2004*

7. SUPPORTING DOCUMENTS

- Education and Care National Law Act 2010
- Education and Care Services National Regulations 2011
- Commission for Children and Young People and Child Guardian Act 2000
- Australian Children's Education and Care Quality Authority
- Australian Government Priority of Access Guidelines
- Nationals Principals for Child Safe Organisations
https://childsafef.humanrights.gov.au/sites/default/files/2019-02/National_Principles_for_Child_Safe_Organisations2019.pdf

8. Approval and Review

Approved By: Executive Management Group
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Amendments

Version	Date	Author	Change Description
V1	June 2020	Alicia Pratt	Minor Updates