

# **YANKALILLA COMMUNITY CHILDRENS CENTRE**

## **Supervision of Children Policy**

### **Policy**

Supervision is one of the most important care giving strategies and skills required by educators to develop, evaluate and master. Active supervision is a combination of listening to and watching children play, being aware of the environment and its potential risks, the weather conditions, the time of day, managing small and large groups of children, the dynamics of children and an understanding of child development including theories about how children play.

It is also crucial that educators are aware of the different ages, personalities, behaviours and characteristics of the children in their care. How children interact, communicate and play with one another is dependent on 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 staff 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.

### **When children are moving between outdoor and indoor spaces**

#### **Over 2s Procedure**

##### **Morning Mat Time (Fruit Time)**

At the beginning of the morning all children are called to the mat using a bell at 9.30am for mat time. Outside Educator does a sweep of the yard to ensure no children are out playing. The Educator who is running mat time is then responsible to tick the children off the white board (That has been written up the previous night with all children booked in for that day). The whiteboard will then be tallied up with how many children are on it then a head count is done to ensure that numbers correspond with each other. A separate educator then goes to the Ipad to ensure all children are signed in and to check the number of children with the previous tally. Children then move inside to do sunscreen, wash hands and eat fruit. Once last child is in followed by mat time Educator, door is closed.

##### **Lunch time**

Bell is rung and all children make their way to the mat. Outside Educator does a sweep of the yard to ensure all children are sitting on the mat. The Mat time Educator does a roll call to ensure all children are on mat. Children are sent in one by one to wash their hands and sit at tables for lunch. Mat time Educator comes inside with the last child from the mat. Doors are closed.

##### **Snack time**

Bell is rung for snack time. Children make their way to mat. The last Educator Outside does a sweep of the yard to check to ensure no children are outside. Inside Educator tick off children that are sitting down eating snacks. Outside Educator makes their way to the door of over 2's but stays outside while waiting for the roll to be finalized inside. Once all children are inside outside educator comes inside and shuts the doors.

##### **When Moving from childcare to Kindy area. Vice Versa.**

Children wait at Kindy Door or Childcare door. Roll call and head count done. The children and Educators make their way to area.

#### **Joeys Procedure**

Head count done when leaving each area. One Educator goes inside other Educator stays outside. Head count done before leaving/entering area.

#### **Kindy Procedure**

All children are to be signed in by an Educator after being physically sighted no later than 15mins after the commencement of the session. Head count done at morning group time, lunchtime and home time. Roll call to be done if numbers don't match. One Educator to write head count on bottom of sign in sheet and sign name next to it. One Educator to sign child out at the end of the day.

## **Implementation**

### **Staff will:**

- Never leave a child unattended on a change table or mat, this includes educators moving to reach Objects. A hand **MUST** be held to the child at all times.
- Ensure infants are safely buckled into their highchairs at meal times and the drop side of the cot is never left down while a child is in it.
- Ensure that children are correctly positioned at sleep/rest times to enable effective supervision.
- Never leave children unattended during mealtimes, including having drinks. (Please remember, choking is often silent).
- Ensure all children are within sight or hearing at all times, including when children use the bathroom.
- Ensure students, volunteers or visitors are **NOT** given the responsibility of supervision.
- Communicate effectively with other educators if they have to leave an area.
- Be aware of who they are releasing a child to at departure time. Ensure a staff member knows the authorised person, or check the person's identification against the child's enrolment form before releasing them.
- Position themselves, (do not have your back to the children) and arrange furniture, equipment and activities to maximise the best possible supervision.
- Follow the 'outdoor supervision plan' located in the outdoor areas of each program and ensure they are aware of the high risk spaces within the yard i.e. under the playground.
- communicate with all relief staff about the supervision needs of individual children and the group
- Make sure the building is correctly supervised, to ensure that unauthorised persons cannot access the children's areas.
- Be aware of cultural and individual supervision for the needs of each child: eg, a child may like to have some private space but must still be supervised.
- provide direct and constant monitoring (in close proximity) to children engaged in activities that involve some risk, for example, wood work, water play (refer water safety policy)
  - Question any stranger to the Centre with a "Hello, can I help you"? (Make observations of the person actions if they appear suspicious).
- Be aware that staff/children ratios are being followed at all times for maximum supervision.
- Remember that supervision is active and involves close observation of children's play and interaction with children, not just standing and watching.
- Ensure children moving between the centre childcare and preschool programs are signed in and out by the childcare/preschool staff whose program they are leaving. (i.e. Children attending childcare prior to preschool will be signed into preschool by a childcare staff member and Preschool staff will sign booked children back into childcare at the end of the preschool day.)

### **Families will:**

- Hand their child over to an educator on arrival or make educators aware their child has arrived, and sign the child in. Once **signed in**, children are the responsibility of the staff; upon being **signed out**, the responsibility is on the parent or guardian
- Inform staff if someone other than those who are authorised will be collecting your child, and inform that person their ID will be required. (Please remember to inform children who will be picking them up).
- Ensure their "authorised person" to collect list is up to date.
- Inform the Director and staff of any current or pending Court Orders affecting the child and provide the Centre with a photocopy of relevant paperwork.
- Ensure they shut the door as they enter and leave the Centre and be vigilant in only letting their child in or out of the centre.
- Adhere to the correct "sign in and sign out" procedures.
- Approach an educator upon departure to notify them that their child is going home and to find out about the child's day. It is the family's responsibility to inform staff that they have arrived to collect their child.

**The Centre will:**

- Specifically highlight the centre “Supervision of Children” policy at enrolment interviews and inform parents that this policy is available to view in full on the Yankalilla Community Children’s Centre website: [www.yankalillacc.sa.edu.au](http://www.yankalillacc.sa.edu.au)

**Links to the National Quality Standard**

Quality Area 2- Children’s Health and Safety

Standard 2.2 - Safety

Element 2.2.1 - Supervision

**Source:**

Australian Children’s Education and Care Quality Authority, *Educational program and practice*. Accessed 29<sup>th</sup> September 2021 from <http://www.acecqa.gov.au/childrens-health-and-safety>.