

	<div>Policy</div> <div>Service Delivery</div>	
Supervision of Children		SD-OP-2.05

## Rationale

SDN has a duty of care for children when they are using our services. Supervision of children is a key part of the way we actively respond to our duty of care.

Supervision, combined with thoughtful design and arrangement of environments, can prevent or reduce risks and incidents, while maximising enjoyable play and learning opportunities.

## Scope

The policy applies to all SDN services.

## Policy

### All SDN Services

SDN staff members will always behave in ways that promote the safety, welfare and wellbeing of children and take reasonable action to protect children from risk of harm.

SDN services that are not approved Children's Education and Care Centres or Preschools will support caregivers to hold the responsibility for supervision of children with the adult participating in or attending the service with the child.

SDN staff members will ensure that adequate supervision is provided by a responsible adult at all times where the SDN service is not a Children's Education and Care Centre or Preschool. SDN services may be delivered in varied settings such as in the home, in office locations and whilst being transported.

A number of factors will be considered when determining if supervision is adequate, including:

- the experience, knowledge and skill of each supervising adult
- the number, age and ability of children
- the number and positioning of adults supervising
- each child's current activity
- areas where children are playing, in particular the visibility and accessibility of these areas
- risks in the environment and of experiences provided to children.

Minor/legislative amendment or modification history February 2025	Details: Adding adequate and active supervision during peak arrival and departure times		
Approved by Senior Leadership Team	Approval Date October 2021	Review Date October 2025	Page 1 of 4

## SDN Children's Education and Care Centres and Preschools

SDN Children's Education and Care Centres and Preschools have the full care and responsibility for children attending. SDN centres will be required to comply with the Education and Care Services National Law, Education and Care Services National Law Regulations and the National Quality Standards for Early Childhood Education and Care and School Age Care.

SDN staff members will provide adequate and active supervision of children at all times in SDN Children's Education and Care Centres and Preschools.

Adequate and active supervision will be provided during peak arrival and departure times, when staff are entering and leaving the premises, and when visitors are entering and leaving the premises.

To ensure that adequate and active supervision is provided at all times and children are accounted for in SDN Children's Education and Care Centres and Preschools, SDN staff members will comply with the relevant SDN policies and procedures, assess risks and put appropriate strategies in place to minimise or eliminate these risks. The risk assessment and the strategies will be documented in a Hazard Risk Assessment Form.

Centres must develop and regularly review Supervisions Plans **and corresponding risk assessments (at a minimum annual or when (check other wording))** for all play areas.

SDN will encourage children to express themselves and will give children the opportunity to become self-reliant and to develop self-esteem.

While doing this, SDN will support the safety, wellbeing, enjoyment and learning of all children using our services and respect their rights and dignity.

During operating hours of an SDN Children's Education and Care Centre or Preschool the Nominated Supervisor will ensure that there are a minimum of 2 Educators onsite at all times and will encourage staff to not be left alone 1:1 in a room with a child if the situation can be helped. In situations where it is necessary for a staff member to be 1:1 with a child or group of children, they must ensure they are in sight and sound of another Educator.

## Related SDN Documents

### Policies

- GI-HLP-1.07: Providing a Child Safe Physical Environment
- GI-HLP-1.33: Child Protection
- SD-OP-2.04: Guiding Children's Behaviour and Developing Social Competency
- SD-OP-2.06: Determining the Responsible Person
- SD-OP-2.09: Arrival, Departure and Late Collection of Children
- SD-OP-2.12: Rest and Sleep
- SD-OP-2.15: Child Incident, Injury, Trauma and Illness

- SD-OP-2.18: Excursions, Incursions and Regular Outings
- SD-OP-2.24: Interactions with Children
- WHS-OP-4.05: First Aid
- WHS-OP-4.07: Safe Home Visiting

## Procedures

- GI-PRO-1.07.01: Providing a Child Safe Environment
- GI-PRO-1.33-01: Reporting an Allegation of Possible Reportable Conduct or Reportable Incident
- GI-PRO-1.33-02: Responding to Concerns about Risk of Harm
- HR-PRO-2.02-03: Working with Children and Vulnerable People and Police Checks
- SD-PRO-2.15-01: Child Incident, Injury, Trauma and Illness
- SD-PRO-2.06-01: Determining the Responsible Person
- SD-PRO-2.09-01: Arrival, Departure and Late Collection of Children
- SD-PRO-2.12.01: Rest and Sleep
- SD-PRO-2.18-01: Excursions, Incursions and Regular Outings
- WHS-PRO-4.05-01: First Aid
- WHS-PRO-4.07-01: Safe Home Visits

## Form

- WHS-FRM-4.01-08: Hazard Risk Assessment Form

## Relevant Legislation/Regulations

- National Principles of a child safe organisation
- Child and Young Persons (Care and Protection) Act 1998
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011, regulations 101 (2)(f), 115 and 121 to 124
  - National Quality Standards, quality area #2, standards 2.3 and 4.1 and elements 2.3.1, 2.3.2 and 4.1.1
- Work Health and Safety Act 2011

- Work Health and Safety Regulation 2011

## Other Relevant Resources

- ECA Code of Ethics
- United Nations convention on the rights of the child
- SDN Child Safe Policy Framework