



WILD
CHERRY
SCHOOL

For Waldorf/Steiner Education

SUPERVISION OF KINDERGARTEN CHILDREN POLICY

Wild Cherry School and Kindergarten (hereafter collectively referred to as the 'School') is committed to:

- providing adequate supervision of all enrolled children in all aspects of the service's program;
- ensuring all children are directly and actively supervised by educators employed or engaged by the service;
- maintaining a duty of care to all children;
- ensuring there is an understanding of the shared legal responsibility and accountability between, and a commitment by all persons to implement the procedures and practices outlined in this policy.

Supervision is critical in ensuring that children's safety is protected in the service environment. All children must be adequately supervised at all times and in keeping with duty of care responsibilities.

Supervision strategies should be implemented to suit the service environment; educator knowledge and skills; the age mix, dynamics and size of the group of children being supervised, as well as the activities being undertaken. A risk management process should be used to identify high-risk activities, potential risks during excursions, water-related hazards, etc., and strategies implemented to minimize hazards and ensure children's safety at all times. Supervision procedures are to be evaluated regularly.

Adequate, effective and active supervision requires educators to make ongoing assessments of the child and the activities in which they are engaged.

Educator-to-child ratios do not determine what is considered adequate supervision. Adequate supervision means that an educator can respond and intervene immediately, including when a child is distressed or in a hazardous situation.

Every child is to be monitored actively and diligently. This means knowing where children are at all times. Active supervision requires focussed attention, intentional observation and physical positioning of educators combined with knowledge of individual children's development and abilities.

Effective supervision also requires educators to be actively involved with children, planning thoughtfully and making decisions throughout the day to enable appropriate supervision strategies.

A flexible approach that considers context and contingency is essential, particularly at end-of-day procedures, excursions and regular outings, transporting children, and rest times.

AUTHORISATION

Signature Board Secretary
East Gippsland Steiner Education Group Inc.
Date authorised: 27 November 2018

Approved Provider/Licensee

- Ensure that relevant educators have required qualifications.
- Ensure a minimum of two educators are rostered on duty at all times children are in attendance at the service.
- Ensure that children attending the service are adequately supervised at all times they are in the care of that service.
- Consider the design and arrangement of the service environment to support active supervision.
- Manage the risks of abuse or harm to each child, including fulfilling duty of care and legal obligations to protect children and prevent any reasonable, foreseeable risk of injury or harm.
- Identify high-risk activities, including through a risk management process, and implement strategies to improve children's safety e.g. increasing adult-to-child ratios above regulatory requirements.
- Ensure supervision standards are maintained during educator breaks, including during lunch breaks.
- Provide 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.
- Report to the responsible person where circumstances: do not allow for adequate supervision, require maintenance to the building and/or equipment, and provide tripping hazards
- Provide relief staff lists.
- Develop and implement procedures to inform relief staff about the supervision strategies outlined in this policy.
- Notify the Regulatory Authority within 12 hours of any serious incident, complaint alleging the health, safety or wellbeing of a child has been compromised or that a law has been breached.
- Reporting notifiable incidents to WorkSafe Victoria.
- Evaluate supervision procedures regularly in consultation with Responsible Person.

Responsible Person

- Ensure that educators have required qualifications.
- Ensure a minimum of two educators are rostered on duty at all times children are in attendance at the service.
- Ensure volunteers, students, visitors and support people are not responsible for the supervision of children.
- Consider the design and arrangement of the service environment to support active supervision.
- Maintain 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.
- Identify high-risk activities, including excursions, through a risk management process, and implement strategies to improve children's safety e.g. increasing adult-to-child ratios above regulatory requirements.
- Ensure supervision standards are maintained during educator breaks, including during lunch breaks.
- Report to the Approved Provider/Licensee if additional supervision is required and provide rationale.

Educators

- Provide active and adequate supervision.
- Be alert to, and aware of, risks and hazards and the potential for incidents and injury throughout the service and not just within your own immediate area. Use active and diligent supervision skills to reduce or prevent incident or injury to children and adults.
- Manage the risks of abuse or harm to each child, including fulfilling duty of care and legal obligations to protect children and prevent any reasonable, foreseeable risk of injury or harm.
- Develop procedures to ensure that all children are accounted for, by referring to attendance records at various times throughout the day, and the accurate identification of each child, both before and after outdoor activities.
- Adjust 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.
- Maintain 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 service and the parent or person delivering or collecting the child is responsible for supervising that child).
- Work as a team to supervise children's daily departure from the service and be aware of the person who has authority to collect the child.
- Inform parents and volunteers at the service about the *Supervision of Children Policy* and the ways that they can adhere to its procedures.
- Ensure children are prevented from leaving the service unaccompanied or from accessing unsupervised/unsafe areas of the service.
- Decide when to interrupt and redirect children's play to ensure safety at all times.
- Identify opportunities to support and extend children's learning while also recognising their need to play without adult intervention.
- Conduct and record daily safety checks of the environment to assess safety and to remove hazards.
- Arrange the environment (equipment, furniture and experiences) to ensure effective supervision while also allowing children to access quiet/private spaces.
- Provide direct and constant supervision when a child is near water.
- Conduct a risk assessment prior to an excursion, regular outing and service event to identify risks to health, safety or wellbeing, and specify how these risks will be managed and minimised.
- Follow the incident reporting and escalation and notify the Responsible Person in the event of a serious incident or notifiable complaint. Examples include when a child appears to be missing or is unaccounted for, or a complaint has been made alleging the health, safety or wellbeing of a child has been compromised.
- Assist the Responsible Person to evaluate supervision practices regularly.
- Supervise children's daily departure from the service and be aware of the person who has authority to collect the child.

Parents

- Ensure educators are aware that your child has arrived at or departed from the service.
- Ensure that doors and gates, including playground gates, are closed after entry or exit.
- Be aware of the movement of other children near gates and doors when entering or exiting the service.
- Enable educators to supervise children at all times by making arrangements to speak with them outside program hours.
- Supervise own children before signing them into the program and after having signed them out.
- Supervise other children in their care, including siblings, while attending or assisting at the service.