

LARRAKEYAH PRIMARY SCHOOL OSHC

SUPERVISION POLICY

Policy Statement

Supervision is one of the key requirements in the prevention of incidents, accidents and injury. Educators require the skills to be able to assess potential risks during supervision and be able to implement changes to supervision to avoid incident, accident or injury. To provide effective supervision, educators need to be conscious of the physical environment and be attuned to the needs of individual children. All new and relief staff, along with volunteers, should be informed of potential supervisory risks in the OSHC environment. National Regulations will be adhered to, and educators will actively supervise children; identifying risks and minimising injury.

Procedure

Parents / guardians must ensure they greet and farewell educators when dropping off or picking up their child/ren so as to make educators aware of which children are in their care at all times (see Dropping off and Picking up Policy).

Set boundaries are outlined to children at the beginning of each session, children are made aware of their responsibility to stay inside appropriate bounds and to ensure that they are visible at all times. If a child is playing 'out of sight' they are considered 'out of bounds' and will be redirected to play within the set boundaries. If children continue to play 'out of bounds', appropriate actions will be taken.

Educators will communicate with each other for the purpose of advising changes to supervision routines / placement of educators. No educator is to leave their area of supervision without informing another staff member or ensuring no children are in their area.

The Responsible Person on Duty (RPD) will ensure throughout each shift that educators are positioned so to adequately supervise children in care.

When children are playing, educators must make every effort to be aware of where children are at all times and what they are doing. Educators will engage with the children whilst supervising, but must always be aware of all children in their vicinity.

Work related discussions with fellow educators will only be as required, kept brief and, if needed, followed up at a time when educators are not allocated to supervise.

The Nominated Supervisor will ensure supervision practices are discussed and reviewed at each Staff Meeting. Such discussions will surround the best places for staff supervision, areas in which children are at potential risk of being unsupervised and recent incidents where supervision could have been improved.

A Risk assessment will be completed, reviewed and discussed regularly at a Staff Meetings to allow input from all staff members. Special focus should be placed on supervision, areas of concern and hiding places for unwelcome persons.

The Nominated Supervisor will ensure staff / child ratios are adequate for the area in which supervision is taking place. Educators who feel they are not able to supervise adequately due to the number of staff / children or the area being supervised should inform the Nominated Supervisor as a matter of priority.

Staff will be aware when persons are in the OSHC vicinity and greet them, asking if they can help. No person should be on the OSHC premises without being greeted by a staff member.

Programmed activities requiring additional supervision must be highlighted to staff on arrival at the Service. These activities should only be planned if this does not compromise the supervision of the other children.

Supervision for excursions will be assessed using a Risk Assessment per activity. These will be visible at the service for parents prior to the activity day (see Excursions Policy).

Changeover of staffing must include a head count or roll call of the children in the supervision area / service.

The Staff Board will assist in providing funds in the budget for training on supervision practices of staff. Where the environment is making supervision difficult, such issues will be discussed with the OSHC Sub-Committee and a decision reached for the safety of the children.

Boundaries

A map of the boundaries is set out below:



- Children will be reminded of the boundary lines each session.
- Staff will evaluate each session and make changes to the boundaries if necessary. This may be due to staff / child ratios, number of children, the weather or other environmental conditions. The new boundary for the session will be outlined at 'Talk Time.'
- Children are only allowed to go to the toilets to wash their hands, get a drink or go to the toilet and leave the area once finished. They must have permission from a staff member to go to the bathroom and let that staff member know when they have returned. Children should go to the bathroom in pairs and with an older child if in kindergarten.
- If the children are seen to be out of bounds, staff will remind them of the boundaries and that it is for their safety that the boundaries are set.

Ratio's

The service will maintain the required educator-to-child ratio working directly with children at all times, based on the ages and number of children being educated and cared for at the service. Larrakeyah Primary School OSHC will follow National Regulations and at all times adhere to the School Aged Care educator to child ratio of 1:15.

The Responsible Staff on duty will evaluate each session and make changes to the staffing arrangements and zones where required.

Management will ensure that the age and supervision requirements for Educators are maintained at all times.

Educators under eighteen years of age may work at a Centre-based Service provided they are adequately supervised by an educator over the age of 18 at all times and are not left alone.

Minimum Educator qualification requirements are recognised under the National Quality Framework.

Headcount

Students will be signed in using the OSHC iPad's when entering the service (see Dropping off and Picking up Policy) and parents will be able to sign out students using the same method upon pickup. These actions are completed through the SmartCentral Kiosk. This is able to generate an accurate number of students who are still in the service at specific times.

At 15:30 when students are in their lines, staff will check the number of students in each line and report to Responsible Staff on duty. These numbers will be checked against SmartCentral Kiosk 'in Service' if not comparable, a roll call with all students will be conducted.

At 16:00, 16:30, 17:00 the Responsible Person on duty will conduct a radio head count. They will then check numbers against SmartCentral Kiosk 'in centre' if not comparable, a roll call with all students will be conducted.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Children (Education and Care Services National Law Application) Act 2010
- My Time, Our Place Framework for School Age Care in Australia
- Children's and Young Persons (Care and Protection) Act 1998
- United Nations Convention on the Rights of the Child