



# Little Feet Childcare Centre Limited

*"we care for your child"*

## **SUPERVISION PLAN POLICY AND PROCEDURES**

### **RATIONALE:**

Little Feet Childcare Centre aims to ensure that all children will always be supervised while in the Centre by the educators. Staff will always promote the health, safety and the well-being of all children. Our primary concern is to provide a safe, secure and a caring environment and that all children are protected from physical, emotional and sexual abuse.

### **PROCEDURES**

- Parents are required to sign in and sign out the attendance sign in sheet with time for their child each day.
- Parents are to provide names and contact details of all adults authorized to collect their child in the enrolment form.
- The supervisor will ensure that a staffing roster is displayed showing the attendance of teachers throughout the day.
- The supervisor will ensure that a duty roster will be in place where the teachers will be assigned an area to supervise each day, which will be either the inside or the outside play area. **NO CHILD WILL BE LEFT UNATTENDED AT ANY TIME**
- **Bathrooms** – Staff will be supervising children while the children are using the bathroom at any time of the day.
- **Nappy Changing:** No child will be left unattended in the nappy changing room. (Refer to the nappy changing policy).
- **Sleep time:** All children will be supervised during their sleep time as per the Sleeping policy.
- **Teacher/child ratio:** The Centre Supervisor/ Manager will ensure that child – educator ratio is always maintained to ensure that a safe working and learning environment is in place. Educators working directly with children and employed by the Centre will be counted in the adult child ratio
- To maintain quality care, the center will aim to maintain its ratio at 1 adult to 4 children in the under two room and 1 adult to 8 children for two years and over.
- Adequate supervision will be in place so that the educators are able to observe each child, respond to individual needs, and immediately intervene if necessary. Educators are required to communicate with one another and move between areas where needed as and when necessary.

- **All visitors** are required to report to the office and sign in the visitors register. They will be helped accordingly by the office staff.
- **Staff Roster:** Supervisor will ensure that a minimum of two educators (one of which will be an ECE qualified and registered with a valid First Aid Certificate) are always rostered on duty while the children are in attendance in the Centre.
- **Professionalism.** All staff are always required to maintain a high standard of professionalism.
- **Educator Breaks:** Supervision standards will be maintained during educator non-contact hours and lunch breaks.
- **Educators responsibilities:**
  - Providing adequate supervision always.
  - Being alert to, and aware of, risks and hazards and the potential for incidence and injuries throughout the service and not just within their own immediate area and using supervision skills to reduce or prevent incidents or injury to children and adults.
  - Maintaining a duty of care to children always.
  - Communicating with parents to ensure that correct and adequate information is passed through daily or as required.
  - Ensuring doors and gates are always closed 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 is always maintained.
  - Conducting daily safety checks of the environment to assess safety and to remove hazards. Decimation will be kept in the daily hazard folder.
  - Arranging the environment (equipment, furniture) to ensure effective supervision while allowing children to access quite / private spaces.
  - Providing direct and constant supervision when a child is near water.
  - Conducting a Risk assessment prior to an excursion (refer to the Excursion policy).
  - Supervising children's daily departure from the service and being aware of the person who has the authority to collect the child as stated in the enrolment form.
  - Staff will position themselves, so all areas are always being supervised.
- **Student Teachers/ Volunteer:** will always work alongside a qualified educator, (refer to the Student teacher policy).
- Student teachers and volunteers are required to be familiar with the supervision plan.
- **Parents/ Guardians responsibility:**
  - Ensuring the educators are aware that their children have arrived or departed.
  - Ensuring that all doors and gates are closed after entry or exit.

- Being aware of the movement of other children near gates and doors when entering and exiting the service.
- Supervising their own children before signing them in the daily sign in sheets and after they have signed them out.
- Supervising other children in their care, including siblings always including functions in the Centre.
- Parents will be notified of the presence of any student teacher, volunteer or a reliever via verbal communication, notice board (on the right-hand side of the wall near the entrance) and/or newsletters.
- Little Feet Childcare Centre website will show qualifications, designations and photographs of persons responsible and teaching staff within the Centre.
- In the absence of the Centre Supervisor a second person will be nominated to be the person responsible. If at any time both persons responsible are unable to be in the center, an ECE qualified Registered Teacher will take over.
- Playground/Outdoors- It will be the responsibility of all staff to ensure the safety of children on the playgrounds. Supervision of children will include the following:
  - A head count will be taken before leaving the building.
  - Children will be escorted by the staff to their designated play areas.
  - Staff will encourage and demonstrate proper equipment usage and play.
  - Staff will circulate through the play areas, supervising and interacting with the children in a positive manner. Staff will coordinate positions so that all play activities and equipment is supervised.
  - A head count will be taken before re-entering the building.
  - Staff may not leave children unsupervised or out of sight at any time.
  - There will always be a staff present at the areas considered to be of high risk.

**Effective Supervision requires team work and good communication between educators.**