

# Supervision Policy and Procedure

## Information

The policy provides guidance for educators, coordinators, and the approved provider on maintaining active supervision, ensuring children's safety, and meeting legislative requirements under the Education and Care Services National Law and National Regulations. Effective supervision supports children's wellbeing, allows them to safely explore their environment, and ensures educators remain aware of children's whereabouts and activities at all times.

## Responsibilities

All team members, visitors, students and volunteers must comply with this procedure.

## Procedure

**To ensure children are appropriately supervised, the Responsible Person / Nominated Supervisor must:**

- ensure supervision policies and procedures are implemented and followed
- ensure educators understand their responsibilities under the National Law and Regulations
- Maintain educator-to-child ratios at all times in accordance with the Education and Care Services National Law and Regulations:
  - Maximum of **7 children per educator**
  - Maximum of **4 children preschool age or under**
  - The educator's **own children and other resident children under 13 years** are included in the ratio if no other adult is caring for them
- support educators to implement effective supervision strategies
- monitor supervision practices through regular home visits and observations
- ensure environments are organised to facilitate safe supervision
- ensure risk assessments are completed for environments, excursions, transportation, and high-risk activities
- provide guidance and professional support to educators regarding supervision practices
- ensure supervision concerns or breaches are documented and addressed promptly
- take appropriate action if supervision risks are identified to protect the safety and wellbeing of children

**All Educators must:**

- ensure children are adequately supervised at all times
- always know the number of children in their care
- always know where each child is located

- ensure children remain within sight or hearing at all times
- position themselves so all children can be observed during play and routines
- During nappy changes or toileting, educators must position themselves to ensure constant auditory awareness of all children in care. While a direct line of sight is the preferred method of supervision, it is acknowledged that this may not always be possible during private toileting moments. However, if an educator's ability to see or hear the group is obstructed, they must relocate the entire group to a space where all children can be supervised.
- actively monitor children's activities, behaviour, and interactions
- regularly scan the environment and listen for potential concerns
- conduct regular headcounts throughout the day, including arrivals, departures, and movement between inside / outside play spaces
- arrange furniture, equipment, and play materials to maintain clear visibility of children
- ensure indoor and outdoor environments support effective supervision
- remain outside with children during outdoor play
- ensure gates, fences, and boundaries remain secure
- provide additional supervision during higher risk activities such as water play, climbing equipment, cooking activities, excursions, and transportation
- During water play activities Educators should maintain 100% visual contact
- complete risk assessments for activities that may present supervision risks
- ensure visitors are supervised and children are not left with unauthorised persons
- minimise distractions such as mobile phone use or household tasks while supervising children
- comply with required educator-to-child ratios at all times
- ensure sleep checks for sleeping children are conducted every 10 minutes according to Building Futures Care Sleep Policy
- immediately report supervision concerns, hazards, or incidents to the service
- Use Active Supervision techniques including:
  - **Scanning:** Constantly moving eyes around the whole group for potential concerns
  - **Listening:** Identifying sounds that indicate distress or suspicious silence
  - **Proximity:** Moving closer to high-energy play or water activities
  - **Anticipation:** Identifying potential flashpoints between children before they occur.

## Monitoring and Compliance

Building Futures Care Family Day Care will monitor supervision practices through:

- regular home visits by coordinators
- discussions and observations during educator visits
- incident and complaint reviews
- ongoing communication with educators and families
- professional development and training opportunities

Where supervision concerns are identified, the service will investigate and provide guidance, support, or corrective action as required.

Breaches of supervision are considered serious and may result in formal review, retraining, or termination of an educator’s registration where children’s safety has been compromised.

**Legislative Requirements**

**Education and Care Services National Law** – Sections 165, 167, 170, 171

**Education and Care Services National Regulations** – Regulations 99, 101–102, 115, 122, 168, 84A–84C, 102AAB

**National Quality Standard** – Quality Area 2: Children’s Health and Safety, Standard 2.2 and Element 2.2.1

<b>Document Control</b>
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<b>Date Reviewed</b>	<b>Modifications</b>
March 2026	New Policy Document and Format