

# SUPERVISION OF CHILDREN POLICY – JUNIOR SCHOOL

## PURPOSE

This policy will provide guidelines to ensure:

- the provision of a safe and secure environment for all children at Melbourne Montessori School
- adequate supervision of all enrolled children is maintained at all times.

Melbourne Montessori School is committed to:

- providing adequate supervision of all enrolled children in all aspects of the School's program
- ensuring all children are directly and actively supervised by educators employed or engaged by Melbourne Montessori School
- maintaining a duty of care to all children at Melbourne Montessori School
- 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.

## SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Melbourne Montessori School, including during offsite excursions and activities.

1. Principal and Nominated Supervisors
2. Business Manager
3. Teachers
4. Parents/Guardians
5. Health and Safety Officer

## DEFINITIONS

**Adequate supervision:** (In relation to this policy) **supervision** entails all primary school children (individuals and groups) in all areas of the School, being in sight and/or hearing of an educator at all times in class and in the playground. The School will comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.

Adequate supervision refers to constant, active and diligent supervision of every primary school child at the School. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs, and immediately intervene if deemed necessary. Variables affecting supervision levels include:

- number, age and abilities of children
- number and positioning of educators
- current activity of each child
- areas in which the children are engaged in an activity (visibility and accessibility)
- developmental profile of each child and of the group of children
- experience, knowledge and skill of each educator
- need for educators to move between areas (effective communication strategies).

**Attendance Record:** Kept by the School to record details of each Cycle 1 child attending the School including name, time of arrival and departure; signature of person delivering and collecting the child or that of the Nominated Supervisor or educator. For older children it is a database of attendance taken twice daily.

**Duty of Care:** A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable, foreseeable risk of injury.

**Hazard:** A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

**Incident Record:** Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the School. Any incident, injury, trauma or illness must be recorded as soon as is practicable but not later than 24 hours after the occurrence. *Attachment 2* Details required include the:

- name (and age of the Cycle 1 child)
- circumstances leading to the incident, injury, trauma or illness (including any symptoms)
- time and date
- details of action taken by the School including any medication administered, first aid provided or medical personnel contacted
- details of any witnesses
- names of any person the School notified or attempted to notify, and the time and date of this
- signature of the person making the entry, and time and date of this.

These details need to be kept for the period of time specified in Regulation 183.

**Notifiable incident:** An incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria. Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences. For a complete list of incidents that must be reported to WorkSafe Victoria, refer to the *Guide to Incident Notification* on the WorkSafe Victoria website: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

**Serious incident:** An incident resulting in the death of a child, or an injury, trauma or illness for which the attention of a registered medical practitioner, emergency services or hospital is sought or should have been sought. This also includes an incident in which a child appears to be missing, cannot be accounted for, is removed from the School in contravention of the regulations or is mistakenly locked in/out of the School premises. A serious incident should be documented in an *Incident Record* as soon as possible and within 24 hours of the incident. The Regulatory Authority (DEECD) must be notified within 24 hours of a serious incident occurring at the School. Records are required to be retained for the periods specified in Regulation 183.

## PROCEDURES

### 1. THE PRINCIPAL AND NOMINATED SUPERVISORS are responsible for:

- 1.1 complying with the legislated educator-to-child ratios at all times (*Education and Care Services National Law Act 2010*: Sections 169(1), *Education and Care Services National Regulations 2011*: Regulations 123, 355, 357, 360);
- 1.2 counting only those educators who are working directly with children at the School in the educator-to-child ratios;
- 1.3 ensuring a minimum of two educators are rostered on duty at all times kindergarten children are in attendance at the School;
- 1.4 ensuring that children being educated and cared for by the School are adequately supervised at all times they are in the care of that School;
- 1.5 ensuring that educators have required qualifications;

- 1.6 considering the design and arrangement of the School environment to support active supervision;
- 1.7 identifying high-risk activities, including excursions through a risk management process, and implementing strategies to improve children's safety e.g. increasing adult-to-child ratios above regulatory requirements (Regulation 101);
- 1.8 ensuring supervision standards are maintained during educator breaks, including during lunch breaks;
- 1.9 providing staff rosters, and casual and relief staff lists;
- 1.10 evaluating supervision procedures regularly in consultation with the teachers.

## **2. THE BUSINESS MANAGER is responsible for:**

- 2.1 providing safe play spaces for children, which allow for adequate supervision, including safe fall zones, good traffic flow, maintenance of buildings and equipment, minimising trip hazards and minimising the risk of child abuse;
- 2.2 developing procedures to inform casual and relief staff about the supervision strategies outlined in this policy;
- 2.3 notifying the Regulatory Authority (DEECD) within 24 hours of:
  - a serious incident occurring at the School, including when a child appears to be missing or cannot be accounted for
  - a complaint alleging that the health, safety or wellbeing of a child has been compromised or that the law has been breached
- 2.4 reporting notifiable incidents to WorkSafe Victoria.

## **3. TEACHERS are responsible for:**

- 3.1 ensuring a minimum of two educators are rostered on duty at all times in an area where kindergarten children are in attendance at the School;
- 3.2 ensuring that children being educated and cared for by the School are adequately supervised at all times they are in the care of that School;
- 3.3 considering the design and arrangement of the School environment to support active supervision;
- 3.4 identifying high-risk activities, including excursions through a risk management process, and implementing strategies to improve children's safety e.g. increasing adult-to-child ratios above regulatory requirements;
- 3.5 adult supervision of all dangerous equipment such as stoves, ovens, heaters, kettles etc is essential. No child is to be left unattended while any of these items is too hot and could burn a child. Signs are to be put up near ovens and stoves which indicate where to turn them off. The Risk Assessment Checklist is to be used by the OH and S Officer once per term to ensure that all measures are being adhered to;
- 3.6 ensuring supervision standards are maintained during educator breaks, including during lunch breaks;
- 3.7 evaluating supervision practices regularly in consultation with other educators and the Approved Provider;
- 3.8 being alert to, and aware of, risks and hazards and the potential for incidents and injury throughout the School and not just within their own immediate area, and using supervision skills to reduce or prevent incident or injury to children and adults;
- 3.9 developing procedures to ensure that all children are accounted for, including by referring to attendance records at various times throughout the day, both before and after outdoor activities;
- 3.10 adjusting supervision strategies to suit the School environment, educator skills, and age mix, dynamics and size of the group of children being supervised and the activities being undertaken;
- 3.11 maintaining 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 care of the School and the parent/guardian or person delivering or collecting the child is responsible for supervising that child);
- 3.12 communicating with other educators regularly to ensure adequate supervision at all times;

- 3.13 informing parents/guardians and volunteers at the School about the *Supervision of Children Policy* and the ways that they can adhere to its procedures;
- 3.14 ensuring doors and gates are closed at all times to prevent children from leaving the School unaccompanied or from accessing unsupervised/unsafe areas of the School;
- 3.15 deciding when to interrupt and redirect children's play to ensure safety at all times;
- 3.16 identifying opportunities to support and extend children's learning while also recognising their need to play without adult intervention;
- 3.17 conducting daily safety checks of the environment to assess safety and to remove hazards;
- 3.18 arranging the environment (equipment, furniture and experiences) to ensure effective supervision while also allowing children to access quiet/private spaces;
- 3.19 conducting a risk assessment prior to an excursion to identify risks to health, safety or wellbeing and specifying how these risks will be managed and minimised;
- 3.20 notifying the Business Manager in the event of a serious incident occurring at the School or of a complaint being made alleging the health, safety or wellbeing of a child has been compromised;
- 3.21 assisting the Business Manager, Principal and the Nominated Supervisor to evaluate supervision practices regularly;
- 3.22 supervising children's daily departure from the School and being aware of the person who has authority to collect the child;
- 3.23 notifying parents/guardians of a serious incident involving their child as soon as possible, but not more than 24 hours after the occurrence.

**4. PARENTS/GUARDIANS are responsible for:**

- 4.1 ensuring educators are aware that their children have arrived or departed;
- 4.2 ensuring that doors and gates, including playground gates, are closed after entry or exit;
- 4.3 being aware of the movement of other children near gates and doors when entering or exiting the School;
- 4.4 enabling educators to supervise children at all times by making arrangements to speak with them outside program hours;
- 4.5 supervising their own children before signing them into the program and after they have signed them out of the program;
- 4.6 supervising other children in their care, including siblings, while attending or assisting at the School.

**Volunteers and students, while at the School, are responsible for following this policy and its procedures.**

**Sources**

- Kidsafe: [www.kidsafe.com.au](http://www.kidsafe.com.au)
- The Royal Children's Hospital Melbourne Safety Centre: [www.rch.org.au/safetycentre](http://www.rch.org.au/safetycentre)

**ATTACHMENTS:**

<b>Attachment 1:</b>	<b>Supervision Risk Management</b>
<b>Attachment 2:</b>	<b>Incident, Injury, Trauma and Illness Record</b>
<b>Attachment 3:</b>	<b>Risk Assessment Checklist</b>

**REVIEWED 2018**

**Linked with:**

- **Administration of First Aid Policy**
- **Excursions and Camp Policy**
- **Occupational Health and Safety Policy**
- **Delivery and Collection of Children Policy**
- **Child Safe Policy and Statement of Commitment**

**ATTACHMENT 1****Supervision Risk Management**

<b>Area/equipment</b>	<b>Potential supervision risk</b>	<b>Action to reduce or eliminate risk</b>
Fixed equipment e.g. swings, fixed climbing equipment, slides etc.		
Layout of the internal and/or external areas of the School including a description of areas that provide challenges to supervision e.g. children's bathrooms, L-shaped playgrounds or playrooms, behind structures or features in the playground etc.		
Staff supervision responsibilities including: quiet/active learning spaces; during indoor and outdoor programs; specific programmed experiences and also including the supervision of students and volunteers		
Potential hazards e.g. protruding tree roots, small pieces of equipment etc.		
Arrival and departure of children		

ATTACHMENT 2

Incident, injury, trauma and illness record

(Circle relevant type of record)

Child details

Surname: ..... Given names: .....

Date of birth: ...../...../..... Age: .....

Room/group: .....

Incident/injury/trauma/illness details

Incident/injury/trauma

Circumstances leading to the incident/injury/trauma: .....

.....

Products or structures involved: .....

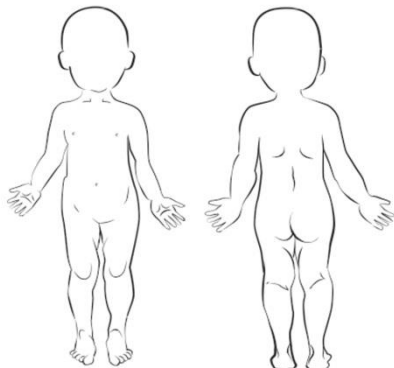
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Location: ..... Time: ..... am/pm Date: ...../...../.....

Name of witness: .....

Signature: ..... Date: ...../...../.....

Nature of injury sustained:



- Abrasion, scrape
- Bite
- Broken bone / fracture
- Bruise
- Burn
- Concussion
- Cut
- Rash
- Sprain
- Swelling
- Other (please specify) .....

Illness

Circumstances surrounding child becoming ill, including apparent symptoms: .....

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Time of illness: ..... am/pm                      Date of illness: ...../...../.....

Action Taken

Details of action taken, including first aid administration of medication: .....

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Medical personnel contacted: Yes / No

If yes, provide details: .....

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.....

Details of person completing this record

Name: ..... Signature: .....

Time record was made: ..... am/pm    Date record was made ...../...../.....

Notifications (including attempted notifications)

Parent/guardian: ..... Time: ..... am/pm Date: ...../...../.....

Director/teacher/coordinator: ..... Time: ..... am/pm Date: ...../...../.....

Regulatory authority (if applicable): ..... Time: ..... am/pm Date: ...../...../.....

**Parental acknowledgement:**

I .....  
(name of parent/guardian)

have been notified of my child's incident/injury/trauma/illness.

(Please circle)

Signature: .....

Date: ..... / ..... / .....

**Additional notes / follow up:**

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**ATTACHMENT 3****Risk Assessment Checklist for Hot equipment such as stoves and ovens**

<b>Potential Hazard</b>	<b>Risk Management</b>	<b>Check on date</b>	<b>Result</b>
Oven is hot	Ensure constant supervision by an adult at all times when the oven is on		
Stove is hot	Ensure constant supervision by an adult at all times when the stove is on		
Oven is left on	Ensure that the oven is turned off when not in use – all switches are out of the reach of children		
Saucepan or other has hot contents	Ensure that all saucepans, frying pans etc have the handle turned inwards away from children so that they cannot reach them unsupervised		
Kettle is hot	Keep the kettle out of the reach of children		
Cord is at children's height	Ensure that the kettle cord is out of the reach of children		