

Intereach Out of School Hours Supervision Procedure



Applies to	Intereach Out of School Hours (OOSH)				
Policy	NQS Two: Children's Health and Safety Policy				
Version	1.0	Date approved	2/9/2025	Next review date	2/9/2028

1. Objective

Intereach, as the Approved Provider, recognises the importance of providing a safe environment for all children attending their service. Intereach staff will adequately supervise children at all times that they are being educated and cared for both at the service and on excursions. Supervision can prevent and reduce accidents through early detection of potential hazards.

In order for supervision to be effective, staff will be required to be actively involved with children. Effective supervision enables staff to respond immediately when a child is distressed or in an unsafe situation. Staff will balance supervision and engagement by drawing on a range of skills such as positioning, using peripheral vision and monitoring changes in noise and stress levels. Staff must supervise children at all times (including while they are sleeping, resting, toileting or involved in routines) having regard to their ages, physical and intellectual development and to the activities in which they are engaged. An individual child or groups of children will not be left unsupervised either indoors or outdoors at any time.

2. Definitions

For the purpose of this procedure, adequate supervision means:

- that a staff can respond immediately, particularly when a child is distressed or in a hazardous situation; and,
- knowing where children are at all times and monitoring their activities actively and diligently.

3. Responsibilities

It is the responsibility of the Nominated Supervisor to:

- ensure staff are complying with relevant regulations, policies and procedure in relation to supervision of children;
- ensure staff are provided with adequate training in the regulatory requirements and standards regarding supervision and in following the process outlined in this procedure;
- ensure that the prescribed staff-to-child ratios are met at all times and that staff have required qualifications;
- ensure that children being educated and cared for by the service are adequately supervised;
- identify high-risk activities through a risk management process, and implementing strategies to improve children's safety; and,
- ensure supervision standards are maintained during breaks, including during lunch breaks.
- ensure each staff is assigned a group of children for whom they are responsible, including conducting headcounts during excursions or regular outings, as outlined in the Excursion and Regular Outing Procedure.

It is the responsibility of the staff to:

- maintain a safe and secure environment where children are free to explore and learn more about their world;
- be familiar with the regulatory requirements and standards regarding supervision;
- evaluate their supervisory practices regularly;
- ensure their interactions with children are respectful and meaningful and challenge each child's skills and awareness of the world;
- assess risks and manage risks so that the environment can be safe, educational and stimulating for children;
- have a current understanding of how to report their concerns about child protection issues; (*Refer to Incident Management Policy, Notification of Serious Incidents Procedure*)
- understand that different ages and abilities of children will require different levels of supervision during excursions and periods of transportation, even during different times within excursions and periods of transportation (*Refer to Excursion and Regular Outings Procedure; Transport Procedure, Safe Arrival of Children procedure and Delivery and Collection of Children Procedure*)
- ensure that all children are accounted for at the beginning and end of each excursion or regular outing and conduct headcounts at 30-minute intervals throughout the period of the excursion or regular outing.
- be familiar with the *Water Safety Procedure*; and,
- demonstrate that they have an understanding of safe sleep practices and have identified and considered any risk factors and acted accordingly to address these factors. (*Refer to Sleep and Rest Procedure*)

It is the responsibility of parents/guardians to:

- ensuring that doors and gates, including playground gates, are closed after entry or exit
- being aware of the movement of other children near gates and doors when entering or exiting the service; and,
- supervising their own children and other children in their care including siblings before signing them into the service and after they have signed them out of the service.

4. Procedures

Children's safety will be the priority of all staff when supervising children. Staff should implement consistent supervision strategies and not perform other duties while responsible for the supervision of children. Children's activity, interactions and play will be planned for and monitored by staff with consistent strategies to minimise potential dangers to children. Consideration will be given to supervision during excursions or children's transportation as it necessarily involves movement outside the service premises.

4.1. Adequate supervision

Adequate supervision of the children (seeing &/or hearing) is a critical component in providing quality care and promoting the safety and wellbeing of children in care. The adequacy of supervision is determined by a range of factors, including:

- number, ages and abilities of children;
- the positioning of the staff member;
- each child's current activity;

- areas where children are playing, in particular, the visibility and accessibility of these areas;
- risks in the environment and experiences provided to children; and,
- the staff's knowledge of each child and each group of children.

For young children, adequate supervision may involve children remaining near the adult who is supervising them. Supervision of children who are sleeping will need to be carefully considered to ensure educators can see and/or hear children. It is important that educators and staff effectively supervise children simultaneously within the indoor and outdoor environments.

When considering the supervision requirements of sleeping children, an assessment of each child's circumstances and needs are undertaken to determine any risk factors to ensure adequate supervision practices are put in place to minimise any potential risks, this includes:

- assessing how to respond quickly and sensitively to children's needs whenever children are sleeping, in a separate sleeping area. For example, a higher risk may be associated with children with colds or chronic lung disorders, therefore the child may require someone to stay close by them when they are sleeping to minimise any potential risk to the child.

4.2. Active Supervision

- The correct child: staff ratios are maintained at all times.
- Supervision arrangements are respectful and all interactions with children are meaningful. Staff will encourage children's independence while respecting individual abilities and needs. Consideration will be given to the ages and developmental capabilities of the children in care.
- Listening carefully to children and noting any changes of tone or volume in their voice. Noting these changes can assist in supervising children who may not be in direct vision.
- Evaluating situations to determine the potential risks and benefits for children's health, safety and wellbeing.
- Effective supervision will be planned taking into consideration that children may play in different parts of the OOSH service
- Engaging with children while all children are in sight and/or hearing of staff at all times. Supervision is modified to meet the needs of individual children and the type of activities they are engaged in including while eating or at nappy change.
- Children are not left unattended in vehicle used to transport children during an excursion
- Direct supervision of children always during water play activities.
- A Regular/Non-Regular Excursion, Hazard Identification/Risk Management and Authorisation is completed and authorisation is sought from the Nominated Supervisor before any regular or non-regular excursion occurring.
- Children are supervised and regularly checked during sleep and rest times. (Refer to the Sleep and Rest for Children Procedure).
- The environment is scanned while interacting with individuals or small groups. Staff will position themselves to maximise their view of the environment and children's play;
- A child during toileting adequately supervised whilst child privacy is maintained;
- Where nappy changing is required, staff will arrange supervision delegation for their nominated grouping in order to maintain ratio and move to the appropriate change area safely;

- Children of different ages and abilities will need different levels of supervision. Young children will be supervised closely, where for older children the supervision is balanced considering the need for close supervision with respect for their age and developing independence.
- Minimum of two staff for supervision of children at any time.
- OOSH also considers the following:
 - organisation of the environment to balance supervision and children's growing need for privacy and autonomy.
 - the location of children's toilets and how children will be supervised when visiting and returning from the toilets; and,
 - supervision during the transition between school to the OOSH service.

5. National Quality Framework

Element	Concept	Description
.2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest, and relaxation.
.2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe

6. Context	
6.1. Standards or other external requirements	Australian Children's Education and Care Quality Authority (2017), <i>National Quality Standards</i> Australian Children's Education and Care Quality Authority (2017), <i>Guide to the National Quality Framework</i> Early Childhood Australia (2016), <i>Code of Ethics</i> Victorian Department of Education & Training, <i>Supervision Practice Note</i> (2012)
6.2. Legislation or other requirements	Education and Care Services National Regulations consolidated 2017 Education and Care Services National Law Act 2010
6.3. Internal Documentation	Excursion and Regular Outing Procedure; Incident Management Policy Transport Procedure Safe Arrival of Children Procedure Delivery and Collection of Children Procedure, Notification of Serious Incidents Procedure. Sleep and Rest Procedure Water Safety Procedure Excursion Risk Assessment Communication Plan Non-Regular Excursion Permission Form Regular outing and transportation form Risk Minimisation Plan

7.Document control			
Version	Date approved	Approved by	Next review date
1.0	15/04/2020	R. Phillips - Acting Senior Manager, Children and Family Services	15/04/2023
2.0	08/12/2022	R. Phillips – Acting General Manager, Operations	08/12/2025
1.0	02/09/2025	The Children's Services procedure separated to be a standalone procedure for OOSH and approved by: J Farrow - Manager Education and Care	02/09/2028