

Supervision Policy

Purpose

At Bateau Bay Before & After School Care, supervision is a vital part of the educational and care experience. Effective supervision not only helps to protect children from hazards or harm but also allows educators to actively engage with children in meaningful play, learning, and leisure experiences. Supervision enables educators to support children's wellbeing, development, and learning, while also promoting independence in older children and offering guidance for younger children in a safe and supportive environment. Through vigilant supervision, educators can anticipate and respond to risks, manage transitions between school and the OSHC Service, and support children's engagement in play and learning experiences.

Scope

This policy applies to management and educators of the OSHC Service. It ensures that all children are adequately supervised at all times, regardless of age or ability, and that environments and routines are organised thoughtfully to support safety and learning.

Policy Statement

Our service is dedicated to fostering environmental awareness, reducing our ecological footprint, and encouraging active participation in sustainability initiatives. We ensure that every action we take reflects our legal and ethical obligations under the National Law, the National Regulations, and the National Quality Standard. Sustainability is embedded into everyday practice, from the way we manage resources to the way we educate and empower children.

Implementation

Management ensures that the premises are designed and maintained to support adequate supervision while respecting children's dignity and privacy. Any serious incidents or complaints that affect the safety, health, or wellbeing of children are reported to regulatory authorities within 24 hours, and parents are notified as soon as practicable. Educators under 18 are only permitted to work under the direct supervision of a qualified educator over 18 and are never left alone with children. Management maintains the required educator-to-child ratios, currently 1:15 for children over preschool age, and develops rosters and supervision plans to ensure continuous supervision at all times, including during transitions, excursions, and transportation.

Educators actively supervise children by observing, scanning, and engaging with them across all areas, indoors and outdoors. Supervision is flexible and responsive, allowing educators to work with individual children, small groups, or larger groups while supporting the children's independence and safety. Educators plan and maintain supervision strategies that consider the layout of the premises, high-risk activities, the presence of animals, and access to bathroom facilities. They position themselves effectively to maximise visibility, avoid distractions, and move throughout the environment to monitor all children continuously. Relief educators are informed of supervision arrangements to ensure consistency, and risk assessments are conducted prior to excursions to determine the number of adults required for safe supervision.

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Implementation

The Service is committed to upholding the National Principles for Child Safe Organisations and embedding a strong child safe culture across all supervision practices. In accordance with the Paramountcy Principle, the safety, wellbeing and best interests of the child are the primary and overriding consideration in all decisions, actions and practices undertaken by the Service, including the supervision of children.

This requires that all supervision practices prioritise the safety, protection and wellbeing of children above all other considerations. Educators, staff and management must exercise sound professional judgement to ensure that children are actively supervised at all times, with supervision strategies that are responsive to children's age, abilities, environments and activities.

The Service will ensure that supervision is planned, implemented and continuously reviewed to maintain a safe, supportive and engaging environment for children. This includes maintaining appropriate educator-to-child ratios, positioning educators effectively, conducting risk assessments, and ensuring that all children are within sight or hearing of educators at all times.

All practices relating to supervision must prioritise the protection of children from harm, uphold their dignity and wellbeing, and ensure that every child is safe, supported and cared for at all times.

Review

This policy is reviewed annually, or as needed, to ensure it continues to meet the needs of children, families, and educators. Updates are informed by reflection, feedback from the OSHC community, and any legislative changes to maintain high-quality supervision practices.



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Review

Date:	Changes:	Reviewed by:
26/11/2021	New policy (All updated)	Charmayne Nathan
04/07/2024	No changes - reviewed	Charmayne Nathan
17/09/2025	Policy was updated, information was condensed.	Charmayne Nathan
30/04/2026	Child Safe Standards & Paramountcy Principle was implemented in align with new laws and regulations	Charmayne Nathan