

## 2.02. SUPERVISION OF CHILDREN



### Statement of Commitment

Wyndham City Council is committed to safeguarding children younger than 18 and ensuring their active participation as valued members of our community, while fostering a child-safe environment. We focus on early identification of risks to protect children from harm, whether caused by adults, harmful behaviours between children, exposure to family violence, or concerns like grooming, cumulative harm, or neglect.

We encourage the reporting of any concerns or suspicions of child abuse or harm. The Reportable Conduct Scheme improves how organisations respond to allegations of abuse, harm, neglect, and risk to children. Under this scheme, the CEO, or their delegate, must report any allegations of child-related misconduct to the Commission for Children and Young People within a specific timeframe.

All allegations are taken seriously, and reporting does not require agreement on the conduct. Concerns can be reported to a line manager or directly to the Senior Child Safe Advisor. Investigations will be conducted by an external party under the oversight of relevant authorities, including Victoria Police, the Department of Families, Fairness and Housing, and Child Protection.

Furthermore, Wyndham City Council has also publicly declared its commitment to being a Child Safe Organisation on our external website and recognises the importance of Child Safety in the provision of quality community services. All children and young people who attend services, programs, events, and community spaces have a right to feel safe, be safe, and be heard. We are committed to maintain a child safe environment, and value a culture of safety within council and its operations.

There are also behavioural expectations to recognise the importance of an inclusive and welcoming environment to all children & young people of the wider community including Aboriginal and Torres Strait Islanders, culturally and/or linguistically diverse, those with a disability and promoting an environment with no tolerance for racism.



### Purpose

This policy will provide guidelines to ensure:

- ensure that all enrolled children are always actively and properly supervised.
- ensure that all the children at Wyndham City's Early Education and Care Services (EECS) have a safe and secure kindergarten environment.



### Policy Statement

EECS is committed to:

- ensuring all enrolled children are actively supervised in all parts of the service's programme, considering their needs, skills, age, and circumstance.
- making sure all children are directly and actively by educators employed by or engaged by EECS.
- meeting their **duty of care** to all children at EECS.
- making sure everyone implements the processes and practices outlined in this policy.
- ensuring there is an understanding of the shared legal responsibility and accountability of supervising children.



### Scope

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Early Education and Care Services, including during offsite excursions and activities.

## 2.02. SUPERVISION OF CHILDREN

QUALITY AREA 1 | VERSION 7.0



<b>Responsibilities</b>	Approved Provider and EECS Unit	Nominated Supervisors/ Team Leaders	Early Childhood Teacher, Educators, and other staff	Family, parents/guardians	Contractors, volunteers, and students
Always comply with the legislated ECT/educator-to-child ratios.	✓	✓	✓		
Count only educators who are working directly with children at the service in the educator-to-child ratio.	✓	✓	✓		
Keep a record of ECT/educators working directly with children.	✓	✓			
Ensure any educator under the age of 18 is not left to supervise children on their own.	✓	✓	✓		
Ensure an unauthorised person is under the direct supervision of an ECT/educator whilst at the service.	✓	✓	✓		
In addition to following the educator-to-child ratio, make sure that there are always at least two teachers at the service whenever children are attending.	✓	✓	✓		
Ensure that children being educated and cared for by the service are always <b>actively supervised</b> by being in sight and/or hearing of an educator.	✓	✓	✓		
Consider the design and arrangement of the service environment to support <b>active supervision</b> . This may be supported by a supervision plan ( <a href="#">Appendix 2.2.1 – Supervision Plan Template</a> ).	✓	✓	✓		
Meet the legal and <b>duty of care</b> responsibilities to protect children from abuse or harm by identifying and minimising any reasonable, foreseeable risk of injury or harm.	✓	✓	✓		✓
Use a risk management process to find high-risk activities, like excursions and water play, and put safety strategies in action to improve children’s safety.	✓	✓	✓		
Ensure supervision standards are maintained during ECT/educator breaks, including during lunch breaks.	✓	✓	✓		
Provide safe spaces for children that are well-kept, have safe fall zones, good traffic flow, and limited trip hazards. These areas must also be supervised properly.	✓	✓	✓		
Implement induction procedures to inform casual and relief staff about the supervision strategies outlined in this policy.	✓	✓			✓
Notifying the Regulatory Authority (DET) within 24 hours of a <b>serious incident</b> or a <b>notifiable complaint</b> alleging that the health, safety, or wellbeing of a child has been compromised or that the law has been breached.	✓	✓			
Notify parents/guardians of a <b>serious incident</b> involving their child as soon as possible, but not more than 24 hours after the occurrence.	✓	✓	✓		
Report <b>notifiable incidents</b> to WorkSafe Victoria.	✓	✓			
Evaluate supervision procedures regularly.	✓	✓	✓		
Comply with EECS’s <a href="#">Excursions and Service Events, Road Safety and Safe Transport and Water Safety Policy</a>	✓	✓	✓	✓	✓
Provide support to ECT/educators when children with challenging behaviours or additional needs are identified as a risk to other children or themselves.	✓	✓			
Ensure all children are accounted for, including referring to <b>attendance records</b> at various times throughout the day.		✓	✓		

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Responsibilities	Approved Provider and EECS Unit	Nominated Supervisors/ Team Leaders	Early Childhood Teacher, Educators, and other staff	Family, parents/guardians	Contractors, volunteers, and students
Adapt supervision strategies based on the environment, educator skills, group dynamic, and the activities being undertaken.	✓	✓	✓		
Always maintain a <b>duty of care</b> to children (including when the child is on the premises but not signed into or signed out of the care of the service and the parent/guardian or person delivering or collecting the child is responsible for supervising that child).		✓	✓	✓	
Balance supervision requirements with children’s needs for privacy and independence.		✓	✓		
Use <b>intentional teaching</b> and <b>active engagement</b> to ensure that children use equipment in a safe and appropriate way.		✓	✓		✓
Communicate with other educators regularly to always ensure adequate supervision.		✓	✓		
Adhere to the <i>Providing a Child Safe Environment Policy</i>	✓	✓	✓	✓	✓
Make sure that all doors and gates are locked to ensure children can't leave the service without an adult or get to unsafe or unsupervised parts of the service.	✓	✓	✓	✓	✓
Decide when to interrupt and redirect children’s play to always ensure safety.		✓	✓		✓
Identify opportunities to support and extend children’s learning while also recognising their need to play without adult intervention.		✓	✓		✓
Conduct daily safety checks of the environment to assess safety and to remove hazards.		✓	✓		
Actively supervise children’s daily arrival and departure from the service and be aware of the person who has authority to collect the child.		✓	✓	✓	
Supervise own child/ren before signing them into the program and after they have signed them out of the program.				✓	
Provide any official reports or diagnoses that will provide insight into effective ways to supervise and engage with their child.				✓	
Enable ECT/educators to always supervise children, e.g. by setting up a time to talk with educators that works for all.				✓	



### Definitions

The terms defined in this section relate specifically to this policy:

**Active engagement:** A way of engaging with children through play that allows children to explore, experiment and try new things in a safe and fun environment.

**Active supervision:** Educators need to be aware of all hazards and risks, as well as the chance of accidents and injuries, both where they are and throughout the service. Educators must be aware of the physical surroundings and the needs of each child to supervise properly.

**Adequate supervision:** An adult can act immediately when a child is distressed or in an unsafe situation.

**Attendance records:** Record includes attendance information of each child being educated and cared for by the service. Attendance record is completed when children arrive and leave, including each child’s name, date, and time of arrival/departure, and signed by the person dropping off/ collecting the child.

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**Duty of care:** The statutory duty one must take reasonable precautions to prevent sexual and/or physical abuse of a child.

**Intentional teaching:** Educators take an active role in the children's education, helping to support children's learning and development. Educators are thoughtful, deliberate, and purposeful in their decisions and actions.

**Notifiable complaint:** A complaint that alleges a breach of the Act or Regulation, or alleges that the health, safety, or wellbeing of a child at the service may have been compromised.

**Notifiable incident:** Relate to any person including employees, children in your care, contractors, and visitors. Examples of notifiable incidents include serious head injuries requiring immediate treatment at a hospital.

**Serious Incident:** Death of a child while being cared for or educated by the service. Injury or trauma to a child requiring the attention of a registered medical practitioner or admission to a hospital. A child appears to be missing or otherwise cannot be accounted for.



### Legislation and Standards

Relevant legislation and standards include but are not limited to:

- Child Safe Standards, Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- National Quality Standard, Quality Area 2: Children's Health and Safety
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017
- Worker Screening Act 2020
- Worker Screening Regulations 2021 (Vic)



### Related Appendices & Documents

Appendix 2.2.1 – Supervision Plan Template



### Related Policies

- Administration of First Aid
- Providing a Child Safe Environment
- Compliments and Complaints
- Dealing with Medical Conditions
- Delivery and Collection of Children
- Excursions and Service Events
- Incident, Injury, Trauma, and Illness
- Interactions with Children
- Occupational Health and Safety
- Sleep, Rest and Relaxation
- Safe Transport and Road Safety Education
- Staffing Arrangements
- Tobacco, Alcohol, and other Drugs
- Water Safety

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### Authorisation and Version Control

Version	Objective ID	Action	Date	Endorsement date	Next Review Date
4	A3850254	Addition of WCC Statement of Commitment to Child Safety	18/10/2022	TP	2024
5	A4282432	Minor changes – wording Updated to new format	07/2023	TP	July, 2025
6	A4668860	Updated to new format	01/2025	TP	July, 2025
7	A4668860	Updated Wyndham City’s Statement of Commitment to a Child Safe Organisation – as per Wyndham City’s Child Safe Management page	20/06/2025	TP <i>J. Papaicamou</i>	July, 2025