

# Early Years Services - QA2.15 Supervision of Children

TRIM Reference: D15/33004 Due for Review: 19 September 2026  
Responsible Officer: Coordinator Early Years

## Purpose

This policy outlines Surf Coast Shire Council's commitment that effective supervision is a key priority in the prevention of incidents, accidents and injury to children in the Early Years Services environment.

This policy aims to ensure:

- the safety, health & wellbeing of children when participating in Early Years Services activities, including excursions.
- the potential for incidents, accidents and injury to children is reduced.
- that educators and staff are aware of the variables relating to supervision.
- that children are fully supervised at all times.

## Policy Principles

Evidence of link to National Quality Standards: 2.2.1

Evidence of link to Early Childhood Services National Regulations: 101, 115, 122-124, 165, 166, 168, 176

Evidence of link to Early Childhood Services National Law: 165, 167, 174

Victorian Children's Services Regulations 2020

Child Safe Standards Victoria - standards 2,4,6,8,9,10,11

## Scope

This policy applies to all Surf Coast Shire Council's Early Years' Service staff members, volunteers, students and the children that attend our services.

## Policy

### Considerations for supervision

Children of different ages and abilities will require different levels of supervision, privacy, and autonomy.

Generally, the younger the children are, the greater the need for an adult to be close by to support and assist them.

For young children, adequate supervision may involve children remaining near the adult who is supervising them. Supervision of infants and toddlers who are sleeping is ensured when educators can see and hear them.

For older children, it is important to balance the need for close supervision with respect for their age and developing independence

Note that supervision is facilitated by the physical design and maintenance of the premises (regulation 115), the supervision practices of educators (section 165), and educator ratios (regulations 122-124).

- Educators must monitor and maintain staff to child ratios within each Early Years Service at all times.
- On arrival at the Early Years' Service the nominated person bringing the child/ren into the education and care setting must ensure child/ren is signed in on record of attendance sheet either online or paper. Once signed-in the Educator assumes responsibility for the child. The family resumes responsibility for the child once the child has been signed-out of the Early Years' Service by a nominated person.
- Staff will review and reflect on their arrival and departure routines regularly to ensure they are safe and manageable for all children and plan for high levels of supervision during these times.

- Always keep gates securely closed when not actively supervising children entering or exiting. Gates should NOT be held open at any times.
- Children are to be supervised in all areas of the service, by being in sight and/or hearing of staff/educators at all times, including during eating and drinking, toileting, sleep, rest and transition processes.
- Children are not to have access to unsupervised or unsafe areas of the service.
- The Early Years' Service must plan for the supervision of children in indoor and outdoor areas. Close supervision in higher risk of injury situations (e.g. nappy change table or high chair) must take place.
- Staff/educators must exchange information between each other to ensure that there are no areas being accessed by children who are unsupervised.
- The Early Years' Service must inform new and/or relief staff/educators of the service supervision arrangements and what they are required to do in relation to supervision of children.
- Educators at the Early Years' Service must inform other staff if they have a child in their care that requires additional supervision.
- Supervision arrangements are to be flexible enough to allow supervision of individual and small groups of children, such as children while sleeping and while both indoor and outdoor experiences are offered to children.
- The Early Years' Service must plan for excursions that includes risk assessments and considers supervision implications.
- At no time is a child to be left unsupervised in a vehicle.
- In services with low supervision areas, a risk assessment should be completed to ensure all staff are aware of the risks.

Team Leader of the Service or Coordinator Early Years must be notified immediately and Department of Education within 24 hours if a child:

- appears to be missing or cannot be accounted for
- needs emergency medical treatment as a result of injury or incident
- appears to have been taken or removed from the service environment in a way that breaches the National Regulations, or
- is mistakenly locked in or locked out of the Service environment (NLA174)

## Definitions

### Adequate and Effective Supervision

The Surf Coast Shire Council Early Years Services define adequate supervision *'as the process of directing, planning, listening, watching and guiding children to ensure their safety in a way as to enable them to maintain independence to build on achievable challenges that support their learning and development<sup>1</sup>.'*

### What does adequate supervision look like?<sup>2</sup>

*Although the provision of adequate supervision depends somewhat on the children's ages and abilities, every child at the service should always be monitored actively and diligently. It means knowing where children are at all times. Children of different ages and abilities will need different levels of supervision.*

*Younger children will always need to be in sight of an adult whereas older children may not. In general, the younger the children are, the more they may need an adult to be physically present and close by to support and help them. Adequate supervision is therefore likely to be different in some ways for different services.*

*For example: in a center based service for young children, adequate supervision will mean that the children remain in close proximity to the adult who is supervising them. In contrast, in an outside school hours care service, in which children are older, knowing where each child is and ensuring that educators are in a position to respond may be considered adequate supervision.*

<sup>1</sup> Ensure the Health & Safety of Children, Aussie Childcare Network website - retrieved 1/4/2014

<sup>2</sup> National Quality Framework Supervision Fact Sheet | Updated September 2018

## Related Procedure

Nil.

## References

### Related Surf Coast Shire Council and Early Years Services Policies

MPP018	Workplace Health and Safety Policy
D15/15724	Early Years Employment of Qualified Staff/Ratios Policy
D15/35312	Early Years Providing a Child Safe Environment Policy
D14/94973	Early Years Delivery of children to, and collection from, education and care service Policy
D14/70705	Early Years Excursions Policy
D14/70690	Early Years Sleep, Rest and Relaxation Policy
D15/35300	Early Years Sun Protection Policy
D15/38683	Early Years Water Safety Policy
D14/105413	Early Years Incident, Injury, Trauma and Illness Policy
D15/32929	Early Years Nappy Changing and Toileting Policy
D22/176330	MPP-052 Child Safe Organisation Policy

### Related Surf Coast Shire Council and Early Years Services Work Instructions and Forms

D14/87971	WHS2.2 Early Years Risk Assessment Management Plan
D24/136792	Work Instruction – Campfire – All Surf Coast Shire operated Kindergartens and Pre-schools

### Other References

Kidsafe: the Child Accident Prevention Foundation of Australia  
 Education and Care Services National Law Act 2010  
 Guide to Education and Care Services National Law 2010  
 Education and Care Services National Regulations 2011  
 Guide to Education and Care Services National Regulations 2011  
 ACECQA National; Quality Framework Resource Kit  
 Victorian Children Services Regulations 2020  
 Childcare Service Handbook (Department of Education)  
 Victorian Early Learning & Development Framework  
 Commission for Children and Young People website <https://ccyp.vic.gov.au/reportable-conduct-scheme/about-the-reportable-conduct-scheme/>

## Document History

Version	Document History	Approved by – Date
1	<i>Approval</i>	General Manager Culture and Community – 01/04/2014
2	Amendment/Review	Manager Aged and Family – 01/06/2015
3	Amendment/Review	Manager Aged and Family – 03/01/2018
4	Amendment/Review	Manager Aged and Family – 09/08/2019
5	Amendment/Review	Manager Aged and Family – 09/11/2020
6	Amendment/Review	Manager Aged and Family – 02/06/2022
7	Amendment/Review	Manager Aged and Family – 31/07/2023
8	Amendment/Review	Manager Aged and Family – 19/03/2025