



Dubbo West Public School Preschool

Procedure: Providing a Child Safe Environment Supervision of Children

Education and Care Services National Law or Regulation:

National Law

Section 165

Section 167

Reg 101 (2)(f)

Reg 115

Links to National Quality Standard:

Standard 2.3

Element 2.3.1

Element 2.3.2

Associated Department Policy, Procedure or Guidelines:

Date to be Reviewed:

November 2020

Introduction:

We promote children's learning and development by creating physical and social environments that have a positive impact. It is important to be aware of any potential hazards and do what we can to minimise risks to ensure that children are kept safe and well while in our care.

Aims:

- To prevent or reduce the severity of injury to children
- To actively engage with the children in the learning environment as well as during routine times to support development
- To regularly assess supervision practices to increase educator awareness and to improve supervision procedures

Procedure:

- A ratio of 1 adult to 10 children will be maintained at all times.
- The preschool is fenced with families entering the secure door at the front entrance.
- The teacher will ensure that all children are signed in by a responsible adult and take a head count of all children at 10.00am.

- Preschool staff will maintain active supervision of all children at all times. This means that staff will not be performing other tasks which would affect the quality of their supervision and interactions (eg cleaning – unless it is a hazard such as accidents in bathroom or water on floor) these things should be left until a more suitable time.
- Staff will let each other know when they are leaving an area where there are children, so that we can ensure those children are still being actively supervised.
- Staff will be aware of potential hazards and try to minimise them where possible.
- Staff will make sure that children are supervised adequately based on visibility and accessibility of areas (bathroom)
- Staff will make sure they are in a position to respond immediately if a child is distressed or is in an unsafe situation.
- Staff will ensure they know where all children are at all times and make sure they are monitoring their activities.
- Staff will use a variety of strategies to make sure that supervision and interactions are balanced. These strategies will include:
 - Positioning eg placing yourself in positions where you have the best view of the majority of the children and not having backs towards too many of them
 - Peripheral vision eg making sure that you are watching what is going on all around and not just in your immediate vicinity
 - Monitoring changes in noise and stress levels and being in a position to respond to situations immediately
- When visiting the school or going on excursions the teacher will do a head count before leaving preschool, on arrival and departure from destination and on return to preschool.
- Teachers will be relieved for lunch duty by a teacher from school according to duty roster.
- SLSOs will be relieved by a suitable SLSO from school if extra staff member isn't present at preschool.
- At present both part time teachers take 1 hour of release from face to face teaching when we have an extra teacher on the premises to be able to cover the class teacher for release. The extra staff member will set aside one hour during the day for their own release.
- School leadership teams will monitor processes and procedures to ensure that all children are adequately supervised and therefore kept safe.

Staff on Lunch Duty

- Training is provided for all staff at the beginning of each year in the form of an induction and a casuals/duty staff folder is maintained in the staffroom and in the Preschool office for all staff to access. It is expected that all staff read the information contained in the folder.
- Staff coming to do lunch time cover will sign in and out in folder located in the foyer.
- Staff are welcome to bring their lunch with them and eat with the children to role model behaviours. We do make sure that our food choices are healthy ones in front of the children.

- If the children are finished eating, staff will sit down with the children at a learning experience and make sure they are having quality interactions with them.
- Staff are to sit with the children while they are eating making sure they interact with them in a positive manner. This can include conversations about what they are eating, what they have done at preschool that day or whatever topics the children would like to talk about.
- We always set a positive example for the children which means doing what we are expecting the children to do.
- Staff are not just there to supervise. If preschool children aren't engaged this is when most of our difficult behaviours will escalate.
- Conversations between staff should be kept to a minimum with most of the talk happening between staff and children.
- Staff will assist in lunch time clean up when needed. This can include wiping tables, sweeping the floor or anything else that needs doing.
- Join in! There's nothing preschool children enjoy more than when teachers join in with their play or take a genuine interest in what they are doing.