



Version	Approved by	Approval date	Effective date	Next full review
4.0	Early Years Management	20 July 2018	20 July 2018	20 July 2021
Procedure Statement				
Purpose	To ensure that all children are adequately supervised while inside, outside and near water.			
Scope	All staff, children, students and volunteers at all Early Years Campuses			
Are Local Documents on this subject permitted?	<input checked="" type="checkbox"/> Yes, however Local Documents must be consistent with this University-wide Document			<input type="checkbox"/> No
Procedure Processes and Actions				

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1. Introduction

To ensure that all children are adequately supervised, they should be able to be heard or seen by a staff or family member.

Outside learning environments will be regularly inspected to ensure they are safe and the equipment is in good repair.

Supervision of children in and around water will be constant.

Teaching children how to assess risk and make considered choices is one of the goals of this procedure.

Providing children with privacy and quiet space should also be a consideration for wellbeing.

2. Procedure

2.1. Supervision

2.1.1 Duties of Responsible Person

1. Review the **Sign In and Out Sheet**. Where parents or authorised persons have not signed in a staff member will note that the child is in attendance. Families will be reminded to complete this record.
2. Ensure that two staff members verify that all children have been signed out of the centre. If a child is not signed out educators/staff members will check all areas of the centre to ensure no child remains. This will be confirmed via the **end of day check** recorded at each centre.
3. Request an 'authority to release' from the family prior to allowing anyone other than those listed on the enrolment form to collect a child from the service.
4. Allow a child to leave the centre only with an authorised person who appears able to appropriately care for the child. It is at the educators' discretion to determine if they believe an authorised person is unable to appropriately care for the child based on the individual case and circumstances.
5. Determine and assure the fitness of educators each shift to support the safety, security and learning requirements for all children in attendance.

2.1.2 Duties of Educators and Staff

1. Set the environment with familiar areas for children to enjoy when they are settling into care. Changes in the environment will be discussed with children and families to promote consistency and to help children feel secure in their setting.
2. Greet families and find out about the child's needs for the day.
3. Support children to participate in an activity, assist with separation for both adults and children and to say goodbye.
4. During the day, engage with, support and nurture the child. Provide learning opportunities and encourage the child's participation in activities.
5. At the conclusion of the day welcome families and communicate about the child's day. Any important messages will be passed on to families, including changes in the child's routine, accident reports or medication needs.
6. UNSW Early Years employs above the required regulatory number of adults to ensure that the number of adults available to supervise the children is at least in line with regulations.
7. UNSW Early Years educators are chosen to work within the centres as they are considered competent and skilled therefore able to make responsible decisions for the well-being of the children in their care. They are knowledgeable and have the skills necessary to supervise children at an appropriate level.
8. Educators will review at each staff meeting any accidents and incidents that have taken place within the Centres and evaluate supervision practices in response.
9. Educators will confirm transfer of supervision responsibility to colleagues prior to leaving an area or entering a new area to ensure that the children continue to be adequately supervised.
 - a. The transfer of supervision responsibility for an individual child or groups of children will be made with verbal and visual confirmation by an educator who is moving into or out of a learning space to another educator who remains in the learning space with an individual child or a group of children.
 - b. Educators will remain in learning space and responsible for supervision of an individual child or group of children until another educator is available and confirms transfer of supervision responsibility with verbal and visual confirmation.
10. Phone-calls while supervising children will be work-related or emergencies only. Staff will keep their mobile phones in their lockers or out of the workspace
11. Students, volunteers and visitors will not be given sole responsibility for supervision at any time.

2.1.3 Duties of family members or Delegated Authority

1. On records of attendance, each child must be signed into and out of the service upon arrival and at the time of departure, with a signature or initial.
2. Remain responsible for their child whilst they are on the centre's premises.
3. When transferring responsibility to an Early Years educator or agency casual educator, verbal and visual confirmation will be secured to ensure responsibility for supervision of child has been securely transferred.
4. Inform a staff member of any relevant issues pertaining to the child before leaving each day.
5. Maintain up to date information on the Enrolment Form regarding identified people (over the age of 16) who are authorised by the parent/guardian to collect the child.
6. Produce identification, preferably with photo, when collecting a child if unfamiliar to the centre or staff on duty.

2.1.4 Responsibilities to Children

1. Children will be supervised by an educator in learning spaces and in transit between learning spaces at all times when parent or delegated authority is not on site and or on site but not in children's physical space.
2. Children will be supervised at all times when on nappy change tables.
3. Children will be supervised at all times whilst eating or drinking - including from a bottle.
4. Children will be supervised appropriately during sleep and rest periods. See Sleep and rest procedure.
5. Children will not have access to storerooms or the Centres' laundries.
6. Children visiting the kitchen to participate in a cooking experience, or visiting the cook, will be supervised by an educator.
7. Children participating in woodwork or gardening activities using real tools will be taught appropriate skills to use them and be supervised accordingly.
8. UNSW Early Years believes that children are competent learners and when given opportunities to interact with one another, can thrive and develop. Staff may set up 'cubbies' or private spaces for children to encourage children's sense of autonomy.

2.2. Safety education

- Educators will support children's growing independence through active teaching of safety.
- Safety education may include education about fire safety; water safety; personal safety; safe climbing of trees; safe use of equipment.
- The aim of this education is that children develop autonomy and reasonable judgement for their own wellbeing so that when an adult is not present they have skills to make calculated decisions

2.3. Environmental Safety

- Before children enter each space, staff inspect building and grounds for anything that may cause injury (sharp or dangerous objects, poisonous insects and plants).
- When setting up equipment, staff will consider arrangements that are safe and minimize incidents.
- Educators and parents are asked to close main gates and doors behind them at all times.
- Storage areas will be kept closed.
- Impact areas will be kept clear of toys, or portable equipment as much as is possible.
- Water-hoses will be rolled up when not in use.
- Staff will inform their Health and Safety representative or responsible person of dangerous equipment and limit access immediately.
- Each family member or guardian will take full responsibility for their own child's behaviour and safety whilst they are on the centre premises with their child.

- Educators will document all incidents and concerns about safety utilising the relevant UNSW reporting systems.

2.4. Water Safety

2.4.1 Duties of Nominated Supervisor

- Provide guidance and information to educators, staff and families on the importance of children's safety in and around water.
- Ensure work, health and safety practices incorporate approaches to safe storage of water and water play equipment.

2.4.2 Duties of Educators and Staff

- Water activities will be supervised at all times. Containers or troughs will be emptied after use.
- Children will be educated about staying safe in and around water.
- Educators empty buckets used for cleaning immediately after use.
- Water containers used for drinking will be securely sealed as required.

2.4.3 Operational Safety

- Grey water systems or water tanks will be labelled with "do not drink" signage. Children will be supervised in this area to make sure they are not accessing this water for drinking. Educators will discuss with the children that this water is for the purpose of play and irrigation and not for consumption.
- All warm water that is accessible to the children is thermostatically controlled. The maximum safe temperature for a hot-water system is 50°C. At this temperature, it takes five minutes to severely scald a child. Thermostatic valves are tested and serviced monthly by UNSW.
- Adults may consume hot drinks only in approved child free areas such as offices and staff rooms. When hot drinks are being transported through areas that may be occupied by children, adults will check first and then take adequate care as they pass through.
- Water for centre pets will be changed regularly.
- Excursions - See **Excursions Procedure** for information on supervision during excursions.

Accountabilities	
Responsible Officer	Vice President, Human Resources
Contact Officer	HR and Early Years Operations Director
Supporting Information	
Legislative Compliance	This Procedure supports the University's compliance with the following legislation: Children (Education and Care Services National Law Application) Act 2010 Education and Care Services National Regulations 2011
Parent Document (Policy)	Early Years Policy
Supporting Documents	Enrolment Procedure Acceptance and Refusal of authorisations Procedure Excursions Procedure

Related Documents	National Health and Medical Research Council - www.nhmrc.gov.au NSW Department of Health - www.health.nsw.gov.au Pool and Water Safety - www.kidsafe.com.au Water use and restrictions see - www.sydneywater.com.au ACECQA website for risk assessment www.acecqa.gov.au The Australian Parenting website - http://raisingchildren.net.au			
Superseded Documents	Nil.			
File Number				
Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
1.0	Vice President, University Services	11 November 2013	11 November 2013	Reviewed
2.0	Early Years Management	14 November 2014	14 December 2014	
3.0	Early Years Management	24 April 2015	24 May 2015	
4.0	Early Years Management	20 July 2018	20 July 2018	Application of new UNSW template Update Accountabilities

Further Information	
This section is not published on the final PDF document. It is for website purposes only	
Keywords for search engine	University-wide Procedures will be housed within the Governance Repository. Include keywords to assist location using the 'search' function.
FAQs and answers	Include any Frequently Asked Questions and answers to be included with the Procedure (in a separate tab or section) in the Governance Policy Repository