

SUPERVISION OF CHILDREN POLICY

QUALITY AREA 2 – VERSION 1.1



PURPOSE

This policy provides guidelines for Denzil Don Kindergarten to adequately and actively supervise all children at all times and to provide a safe and secure environment for all children.

POLICY STATEMENT

Denzil Don Kindergarten is committed to maintaining a child-safe culture, with supervision practices that promote children's safety, wellbeing, and rights, and actively reduce the risk of harm, abuse, or neglect. Educators and service staff remain vigilant at all times and take all reasonable steps to protect children from foreseeable risks.

VALUES

Denzil Don Kindergarten is committed to:

- Promoting a child-safe culture by implementing supervision practices that actively reduce the risk of harm and support the safety and wellbeing of all children
- Providing appropriate supervision for all children across all aspects of the program, reflecting their needs, abilities, age, and circumstances
- Ensuring all children are directly and actively supervised by educators engaged by the service
- Maintaining a duty of care to all children at the service
- Ensuring all staff understand their shared legal responsibility and accountability and are committed to implementing the procedures and practices outlined in this policy.

SCOPE

This policy applies to the Approved Provider, all service staff (educational and non-educational), students, volunteers, parents/carers, children, and others attending the programs and activities of Denzil Don Kindergarten.

Parent/Carer Responsibilities Under This Policy:
Supervise your child both before signing them into the program and after signing them out
Ensure that siblings or other children accompanying you on the kindergarten premises are supervised and show respect for the kindergarten environment at all times
Ensure your child is collected only by an authorised person (nominees). A Nominee Form must be completed in advance via the Family Portal on the kindergarten website.
Remain aware of who you have authorised to collect your child (nominee). If you are unsure, please contact the office for clarification
Support educators by helping maintain effective supervision. Arrival and dismissal times are high-risk, so please keep conversations brief or wait until all children have been dismissed
Always close doors and gates securely to prevent children from leaving unsupervised or accessing unsafe areas
Read, understand, and follow the service's Code of Conduct at all times
Adhere to this policy and all other service policies at all times

Responsibilities: R indicates legislation requirement	Approved provider & persons with management or control	Nominated Supervisor and Person in Day-to-Day Charge	All service staff (educational & non-educational)	Contractors, Volunteers & Students
Maintain a duty of care to children at all times, including when a child is on the premises but not yet signed in and is under parent/carer responsibility		R	R	R
Comply with legislated educator-to-child ratios at all times (<i>National Law: Sections 169</i>) (<i>Regulations 123</i>), ensure only educators working directly with children are counted in ratio (<i>Regulations 122</i>), and maintain accurate worker records at all times (<i>Regulation 151</i>)	R	R	√	
Ensure children are adequately supervised at all times, remaining within sight and/or hearing of an educator, including during eating, toileting, sleep, rest, and transitions (<i>National Law: Section 165 (1), (2)</i>)	R	R	√	
Implement active supervision practices by positioning educators effectively, regularly scanning the environment, anticipating risk, and responding promptly to maintain safety		√	√	√
Adjust supervision strategies to suit the environment, educator experience, and the age, size, dynamics, and activities of the group being supervised	R	R	√	
Maintain supervision levels at all times, including during educator breaks	R	R	√	
Ensure all children are accounted for at all times by regularly checking and updating the attendance record (sign-in book) throughout the day		√	√	√
Communicate regularly with other educators to maintain adequate supervision at all times		R	√	
Consider the design and arrangement of the environment to support active supervision as guided by the service <i>Supervision Plan (Regulation 115)</i> , and provide safe spaces with appropriate fall zones, clear traffic flow, well-maintained equipment, and minimal hazards	R	√	√	
Conduct daily indoor/outdoor safety checks to identify and remove hazards		√	√	
Ensure doors and gates are kept closed to prevent children from leaving unaccompanied or accessing unsafe or unsupervised areas	√	√	√	√
Develop a <i>Supervision Plan</i> to identify supervision high-risk areas and strategies to ensure effective supervision (<i>see the office Policy folder</i>)	√	√	√	√
Balance supervision with children’s need for privacy and independence		√	√	
Identify high-risk activities, including excursions (<i>see Excursions and Service Events Policy, Road Safety and Safe Transport Policy and Water Safety Policy</i>), through a risk management process and implement strategies to promote children’s safety, such as increasing ratios where required (<i>Regulation 100, 101, 102B, 102C</i>)	R	R	√	
Manage the risk of harm or abuse to children by fulfilling duty of care obligations and taking all reasonable steps to prevent foreseeable risks (<i>see Child Safe Environment Policy</i>)	R	R	R	R
Conduct regular checks of sleeping or resting children, monitoring breathing, body position, and overall wellbeing in accordance with the <i>Sleep, Rest and Relaxation Policy</i>	R	R	R	R
Provide support to educators when supervising children with challenging behaviours or additional needs	√	√		

Ensure any unauthorised person is under the direct supervision of an educator while at the service (<i>National Law: Section 170 (2)</i>)	R	R	√	
Implement induction procedures to ensure casual and relief staff understand and follow supervision strategies outlined in this policy	√	√		√
Supervise children's arrival and departure, ensuring they are collected only by authorised persons (nominees) in accordance with the <i>Delivery and Collection of Children Policy</i>		√	√	
Immediately report any incident where a child is missing, unaccounted for, removed in contravention of regulations, or locked in or out of the premises	R	R	R	R
Notify the Regulatory Authority within 24 hours of any serious incident , including when a child is missing or unaccounted for (<i>National Law: Section 174(2)(a)</i>), (<i>Regulations 176(2)(a)(ii)</i>), or if a complaint alleges a breach of law or a risk to a child's health, safety, or wellbeing (<i>National Law: Section 174(2)(b)</i>), (<i>Regulations 175(2)(c)</i> , <i>176(2)(b)</i>)	R	√		
Notify parents/carers of any serious incident involving their child as soon as possible, and no later than 24 hours after the occurrence (<i>Regulation 86, 87 (3)(e)</i>)	R	√	√	
Report notifiable incidents to WorkSafe Victoria	R	√		
Comply with the service's <i>Excursions and Service Events, Road Safety and Safe Transport</i> , and <i>Water Safety Policies</i>	R	R	√	√
Adhere to the <i>Child Safe Environment and Wellbeing Policy</i> and <i>Interaction with Children Policy</i>	R	R	R	R
Maintain professional conduct at all times by avoiding inappropriate behaviour, upholding professional boundaries, and ensuring personal devices are only used in areas where children are not present, in line with the <i>Code of Conduct and Child Safe Environment and Wellbeing Policy</i>	R	R	R	R
Evaluate supervision procedures regularly to ensure effectiveness	R	√	√	

BACKGROUND & LEGISLATION

BACKGROUND

Supervision is essential to ensuring children's safety within the kindergarten environment, protecting them from potential hazards posed by products, plants, objects, animals, and people. It is an integral part of education and care, requiring educators to continuously assess children, activities, and surroundings using skills such as effective positioning and peripheral vision. Active supervision supports the development of positive relationships between educators, children, and families, while also informing ongoing assessment and future planning.

Adequate supervision relies on teamwork and clear communication between educators, ensuring they remain aware of children's location, activities, and behaviour at all times. Supervision strategies always consider the service environment, the number and ages of children, their individual needs, and the risks associated with specific activities or equipment.

Effective supervision arrangements ensure children are protected from harm at all times, including during high-risk activities, transitions, and daily routines such as sleep, rest, toileting, and arrival and departure, while also supporting children's learning, wellbeing, and development.

LEGISLATION & 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
- Victorian Child Safe Standards
- Reportable Conduct Scheme
- Worker Screening Act 2020

- Worker Screening Regulations 2021 (Vic)

The most current amendments to listed legislation can be found at:

Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au

Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

DEFINITIONS

For regularly used terms, see the Definitions File located online: <https://denzildonkinder.org.au/policies/> OR in the Policies Folder in the kindergarten office.

SOURCES & RELATED POLICIES

SOURCES

- ACECQA: [Guide to the National Quality Framework](#)
- ACECQA: [National Law and Regulations](#)
- ACECQA: [QA2 information sheet - Active Supervision: Ensuring safety and promoting learning](#)
- Kidsafe: www.kidsafe.com.au
- Victorian Government: [Supervision in early childhood services](#)
- WorkSafe Victoria: www.worksafe.vic.gov.au

RELATED POLICIES

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

EVALUATION

To assess whether the values and purposes of the policy have been achieved, we will:

- seek feedback from all parties affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify all stakeholders affected by this policy at least 14 days before any significant change is made to the policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).

ATTACHMENTS

NIL

AUTHORISATIONS

This policy was adopted by the approved provider of Denzil Don Kindergarten on 26/05/2026.

REVIEW DATE: 26 / MAY / 2028

Supervision of Children Policy – Date reviewed: 26/05/2026

Denzil Don Kindergarten – admin@denzildonkindergarten.org.au