

YMCA Geelong –Supervision in Children’s Services Policy



OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 116-O	10/02/2014	29/06/2016	APPROVED

1. SUPERVISION IN CHILDREN’S SERVICES POLICY

2. INTRODUCTION

YMCA Geelong seeks to ensure the safety and wellbeing of children in the care at our services at all times. Our programs will ensure we meet the legislative requirements in terms of quality and supervision and the Supervision Policy has been developed to guide all staff on the requirements that need to be implemented in Children’s Services at the YMCA.

3. POLICY

To ensure that the YMCA Geelong maintains the safety and wellbeing of children in the care of the service at all times by enforcing a supervision policy.

3.1 Staff will receive training and education on the policy guidelines which include the following processes

1. Staff will comply with educator ratios as outlined by the Education and Care Services Regulations (R 123 and 355).
2. At all times there will be a staff to child ratio of 1:15 based on the total number of children in attendance at the centre.
3. Staffing within the centre will be based on staff qualifications. A staff member who has completed the relevant qualifications may work at a ratio of 1:30, where a staff member still undertaking their relevant studies may work at a ratio of 1:15. These ratios may take affect where different activities appeal to different group sizes whilst in the centre, however there will be a 1:15 ratio for the total number of children in attendance at all times.
4. Staff will comply with educator ratios when on excursions as per activity risk assessments and work at a ratio of between 1:5 and 1:15 on excursion days outside of the centre, and a 1:5 ratio when attending pool/water play areas.
5. The centre plan, which clearly defines boundaries and areas where children may safely play, is displayed in the reception area and around the facility. Staff will become familiar with the plan and will reinforce the importance of staying within the boundaries with the children.
6. Staff will ensure that all play areas are always appropriately supervised.
7. Staff will educate the children at the centre of the boundaries, and enforce the guidelines of supervision for each day of operation.

8. Staff will ensure children’s supervision is appropriate to their stage of development and protects their safety and wellbeing at all times. Staff will join in the children’s play and encourage them to try new challenges as appropriate. Children will be regularly trained on safety procedures for play equipment.
9. Children will always be within sight or sound of staff members, and regularly educated on the guidelines of these procedures.
10. Staff are required to position themselves in the play areas that allows for maximum supervision.
11. Students and volunteers or staff under 18 years of age will not be left to supervise children alone.
12. Staff will familiarise themselves of the number of children in their care at all times, and will communicate with each other when coming or going from a play area.
13. Staff will ensure that when taking breaks another staff member is able to take their position of supervisor in their designated area, or move the children to an area that is appropriately staffed for supervision.
14. Staff will be aware of activities and experiences that require extra supervision, E.g. water play, cooking, eating & drinking, etc.
15. Staff will be aware of places that require extra supervision and position themselves to minimise danger, E.g. program and sports equipment, change rooms, toilet areas, etc., and in particular ensure that the Toileting Policy is enforced at all times.
16. Staff member supervising water play activities are required to be over the age of 18 years.
17. Staff will closely monitor children whom are unwell.
18. Regular emergency drills will be undertaken to ensure that staff and children become familiar with the procedures.

4. DEFINITIONS

Appropriate supervision- “Knowing where the child is at all times, direct and constant monitoring by the staff member within close proximity In contrast, in a school holiday care service, in which children are older, knowing where each child is and ensuring that staff members are in a position to respond may be considered adequate supervision.

Whenever children are being cared for, staff will need to make decisions throughout the day about where they are best placed to adequately supervise each child”.-

Victorian children’s services legislation 1 Supervision Practice Note 12 | May 2010 Updated September 2012 - DEECD

5. SCOPE

This policy applies to YMCA Geelong Inc. operations and has coverage over all children’s programs regulated by the National Quality Standard Framework.

6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Community Programs Co-ordinator	Ensure the procedures are compliant to the regulations Implement training/education for staff It is the responsibility of the YMCA Victoria to appoint a representative at each Children's Service to manage all aspects of program.
Vacation Care Co-ordinators	Ensure compliance to policy in program delivery
Leaders- Vacation Care	Attend training sessions and ensure the policy is implemented during your shift.

7. MONITORING, EVALUATION AND REVIEW

Vacation care Program Co-ordinators will monitor the implementation of the policy during shifts. Staff who breach the policy will be counselled as to the correct procedure. Failure to comply may result in disciplinary action.

Policy will be reviewed on a three year basis by the Community Programs Co-ordinator.

8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

YMCA Geelong Safeguarding Children and Young People Policy

National Early Years Learning Framework

Victorian Early Years Learning and Development Framework

My Time, Our Place. Framework for School Aged Care in Australia (Draft)

The Convention on the Rights of the Child

RELEVANT POLICY:

YMCA Victoria Occupational Health and Safety Policy

Children's Services Regulations 2009:

- Child staff ratios (R 54)
- Minimum staff requirements (R 50)
- Minimum training (R 60)
- Staff members to have first aid and anaphylaxis management training (R 63)
- Emergency procedures (R 76)

Children's Services Act 1996:

- Protection of children from hazards (section 26)
- Inadequate supervision of children (section 27)

RELEVANT DOCUMENTS:
YMCA Geelong Handbook

RELEVANT REGULATIONS
Education and Care Services Regulations 2011

RELEVANT ACT
Children's Services Act 1996:

RELEVANT NOTES FROM THE DEECD PRACTICE NOTES

9. DOCUMENT HISTORY

Approved by: CEO

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Amendment history:

Version	Date	Author	Change Description
V1	October 2010	Cindy Henderson	Policy approved
V2	August 2011	Kimberley Maher	Policy reviewed
V3	10/02/2014	Kimberley Maher	Review and updated template, included scope, monitoring requirements
V4	29/06/2016	Kimberley Maher	Review of excursion ratios

As Adopted by the YMCA Geelong on 10 /02 /2014



Shona Eland
Acting Chief Executive Officer YMCA Geelong Inc.