



# Wesley Out of School Hours Care policy

## Supervision

### 1. Purpose

Wesley Out of School Hours Care (Wesley OOSH) will effectively manage supervision within the services at all times, in order to protect children from hazards or harm arising from their play and daily routines.

### 2. Scope

This policy applies to the staff, children, families and visitors of Wesley OOSH as required by the following Regulations and Standards.

#### National Quality Standard

QA2	2.2	Each child is protected
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#### National Regulations (r) and National Law (s)

r115	Premises designed to facilitate supervision
r123	Educator to child ratios – centre based services
s165	Offence to inadequately supervise children

#### My Time, Our Place

LO1	Children feel safe, secure and supported
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### 3. Policy statement

Wesley OOSH is committed to complying with the Education and Care Services National Law and Regulations by ensuring:

- children are supervised at all times
- the design and arrangement of children's environments supports active supervision
- supervision skills reduce or prevent injury or incident to children and adults
- educators make decisions to interrupt or redirect children's play when needed
- educators and their supervision strategies are supported
- consistent supervision strategies are implemented in the event of staffing changes
- supervision may need to be increased for high risk experiences or if additional support is required for a child

### 4. Principles

Wesley OOSH will ensure adequate supervision of children within its service at all times by:

#### Planning for Supervision

Wesley OOSH will ensure that the ratio of 1 educator for every 15 children is adhered to at all times within services.

A Ratio of 1 Educator to 8 children will be adhered where possible for excursions outside of the service premises or for any other activities that require additional supervision i.e. water-based activities.



## **Rosters**

Wesley OOSH will create a staff roster taking into account the number of children enrolled in each session. A ratio of 1 educator to 15 children will be adhered at all times. For each session of care Educators will be assigned a zone to supervise. Educators will position themselves in each zone in accordance with the supervision plan allowing them to adequately supervise each zone. Educators will move around their allocated zone to ensure children are not hiding in blind spots or moving out of bounds. Each Educator will have a list of duties that are required when supervising each zone which will take into account the number of children who may access the area, the activities that may happen and possible risk factors and hazards.

## **Team approach**

Wesley OOSH highlights the importance of a team approach within its services. Supervision practices will be regularly discussed at team meetings to ensure Educator's understanding of the supervision requirements.

## **Minimising Risk**

Risk management strategies will be implemented in relation to high risk zones to minimise the possibility of injury or harm within Wesley OOSH services.

This will assist Educators to focus on supervision and interaction with children rather than dealing with hazard reduction during key supervision times. Educators will ensure children are aware of any areas which are out of bounds. Potentially hazardous items will be kept in areas inaccessible to children.

## **Principles of Active Supervision**

Staff and Educators in Wesley OOSH will ensure continuous active supervision within services by listening and watching children play, being aware of the environment and its potential risks, the equipment children are using, weather conditions, managing small and large groups of children and many more factors that can affect children's safety and ability to play free from harm and injury.

## **Supervision Outside of the Service**

Educators will discuss and develop a risk assessment that identifies any potential hazards and risks associated with any activities outside of the service including the transportation of children whether it is via walking, buses or other modes. A reduced Educator:child ratio of 1:8 will be applied for any activity outside the service to ensure adequate supervision. If required, additional procedures will be implemented to ensure adequate supervision of children within public spaces such as bathroom facilities.

## **Partnerships with Children**

Wesley OOSH involves children in all aspects of the service's daily operations including the rules and boundaries that guide their behaviour. Educators will assess each play scenario in accordance with children's development and adapt supervision strategies to meet individual needs.

## **5. Responsibility and policy owner**

The policy owner is the General Manager, Wesley Health, Conferences and Education. The owner is responsible for implementing the policy and achieving the desired outcomes. Wesley OOSH staff shall adhere to this policy.



## 6. Consultation & Approval

This policy has been developed in consultation with key stakeholders including families and the community, the Head of Wesley OOSH, Area Manager/s, Wesley OOSH, Centre Coordinators, Wesley OOSH and the Quality, Risk and Compliance Coordinator, Wesley OOSH.

This policy has been approved by General Manager, Wesley Health, Conferences and Education.