



# SUPERVISION OF CHILDREN – BEACH KINDER

QUALITY AREA 2 | ELAA version 1.0



## PURPOSE

This policy will provide guidelines to ensure:

- the adequate supervision of all enrolled children is maintained at all times whilst attending Flinders Beach kinder program.
- the provision of a safe and secure environment for all children at Flinders Preschool Beach Kinder Program.



## POLICY STATEMENT

### VALUES

Flinders Preschool is committed to:

- providing appropriate supervision for all enrolled children in all aspects of the beach kinder program that is reflective of the children’s needs, abilities, age and circumstances
- ensuring all children are directly and actively supervised at beach kinder by educators employed or engaged by Flinders Preschool
- maintaining a duty of care (*refer to Definitions*) to all children at beach kinder run by Flinders Preschool
- ensuring there is an understanding of the shared legal responsibility and accountability between, and a commitment by, all persons to implement the procedures and practices outlined in this policy.

### SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Flinders Preschool including during offsite excursions and activities.

RESPONSIBILITIES				
	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians
				Contractors, volunteers and students

R indicates legislation requirement, and should not be deleted					
Complying with the legislated ECT/educator-to-child ratios at all times ( <i>National Law: Sections 169) (Regulations 123)</i>	R	R	√		
Counting only those educators who are working directly with children at the service in the educator-to-child ratios ( <i>Regulation 122)</i>	R	R	√		
Keeping a record of ECT/educators working directly with children ( <i>Regulation 151)</i>	R	√			
Ensuring any educator under the age of 18 is not left to supervise children on their own ( <i>Regulation 120)</i>	R	√	√		
Ensuring an unauthorised person is under the direct supervision of an ECT/educator whilst at Beach Kinder ( <i>National Law: Section 170 (2))</i>	R	R	√		
Ensuring, in addition to ratio requirements, that a minimum of three parent helpers are rostered on duty at all times children are in attendance at the beach kinder program  Any parents with siblings in attendance cannot be counted toward the rostered helpers.	√	√	√		
Reviewing and adjusting policies, risk minimisation plans, protocols and strategies as required to continually ensure the safety of the children and staff attending Beach Kinder program and ensure this is shared with staff and families.	√	√	√		
Ensuring staff are equipped and have the resources to ensure the Beach Kinder program policies and strategies are followed.	√	√	√		
Ensuring discussions are held with parents in regard to the needs of their child and any concerns raised or developmental considerations that may affect their child's participation in the beach kinder program	√	√	√		
Ensuring children are observed and assessed at the beginning of the year to ascertain if additional supports or strategies are required for inclusion in the Beach Kinder program		√	√		
Ensuring that children being educated and cared for by the service are adequately supervised at Beach Kinder ( <i>refer to Definitions</i> ) by being in sight and/or hearing of an educator at all times; including during eating, toileting, sleep, rest and transition routines ( <i>National Law: Section 165 (1), (2))</i>	R	R	√		
Ensuring each child participating in the Beach Kinder program will wear a hi-visibility vest (which has the kinder's phone number on it) with a blue hat		√	√		
Staff will conduct frequent checks of the children throughout the session – accounting for each child.		√	√		
Ensuring that staff have the required equipment to effectively implement this policy		√	√		

Children will be a part of a smaller supervision group attached to one educator.		✓	✓		
Identify safe areas for children to walk and explain them to the children and parent helpers prior to the session		✓	✓		
Utilising walkie talkies and mobile phones to remain in communication with each other throughout the program.					
Positioning themselves appropriately to ensure suitable supervision of the children attending the beach Kinder program. Positioning at the front, middle and end of the children's "Caterpillar" line during beach walks. Positioning two staff members at each end of the lawn area to supervise free play		✓	✓		
Considering the design and arrangement of the beach environment to support active supervision ( <i>Regulation 115</i> ). This may be supported by a supervision plan ( <i>refer to Attachment 1</i> )	R	✓	✓		
Managing potential risk of abuse or harm to each child, including fulfilling duty of care ( <i>refer to Definitions</i> ) and legal obligations to protect children and prevent any reasonable, foreseeable risk of injury or harm ( <i>refer to Child Safe Environment Policy</i> )	R	R	R		R
Identifying high-risk activities, including excursions ( <i>refer to Excursions and Service Events Policy, Road Safety and Safe Transport Policy and Water Safety Policy</i> ), through a risk management process, and implementing strategies to improve children's safety e.g. Considering increasing adult-to-child ratios in line with the identified risks ( <i>Regulation 100, 101, 102B, 102C</i> )	R	R	✓		
Ensuring supervision standards are maintained during ECT/educator breaks, including during lunch breaks	R	R	✓		
Providing safe spaces for children, which allow for adequate supervision, and which include safe fall zones, good traffic flow, maintenance of buildings and equipment, and minimising trip hazards	R	✓	✓		
Implementing induction procedures to inform casual and relief staff about the supervision strategies outlined in this policy	✓	✓			✓
Notifying the Regulatory Authority (DET) within 24 hours of: <ul style="list-style-type: none"> <li>a serious incident (<i>refer to Definitions</i>) occurring at the Beach Kinder, including when a child appears to be missing or cannot be accounted for (<i>National Law: Section 174(2)(a)</i>), (<i>Regulations 176(2)(a)(ii)</i>)</li> <li>a complaint alleging that the health, safety or wellbeing of a child has been compromised or that the law has been breached (<i>National Law: Section 174(2)(b)</i>), (<i>Regulations 175(2)(c), 176(2)(b)</i>)</li> </ul>	R	✓			
Notifying parents/guardians of a serious incident ( <i>refer to Definitions</i> ) involving their child as soon as possible, but not	R	✓	✓		

more than 24 hours after the occurrence ( <i>Regulation 86, 87 (3)(e)</i> )					
Reporting notifiable incidents ( <i>refer to Definitions</i> ) to Worksafe Victoria	R	√			
Evaluating supervision procedures regularly	R	√	√		
Complying with the service's <i>Excursions and Service Events, Road Safety and Safe Transport and Water Safety Policy</i>	R	R	√	√	√
Identifying the potential for the risks of abuse or harm to each child, including fulfilling duty of care ( <i>refer to Definitions</i> ) and legal obligations to protect children and prevent any reasonable, foreseeable risk of injury or harm	R	R	R		
Providing support to ECT/educators when children with challenging behaviours or additional leads are involved	√	√			
Ensuring that all children are accounted for, including by referring to attendance records ( <i>refer to Definitions</i> ) at various times throughout the day, e.g. during indoor/outdoor programs		√	√		
Adjusting supervision strategies to suit the Beach Kinder environment, educator skills, and age mix, dynamics and size of the group of children being supervised and the activities being undertaken	R	R	√		
Maintaining a duty of care to children at all times (including when the child is on the premises but not signed into or signed out of the care of Beach Kinder and the parent/guardian or person delivering or collecting the child is responsible for supervising that child)		R	R	R	
Balancing supervision requirements with children's needs for privacy and independence		√	√		
Communicating with other educators regularly to ensure adequate supervision at all times		R	√		
Adhering to the <i>Child Sage Environment Policy</i>	R	R	R	R	R
Ensuring doors and gates are closed at all times to prevent children from leaving Beach Kinder unaccompanied or from accessing unsupervised/unsafe areas of Beach Kinder	√	√	√	√	√
Deciding when to interrupt and redirect children's play to ensure safety at all times		√	√		√
Identifying opportunities to support and extend children's learning while also recognising their need to play without adult intervention		√	√		√
Conducting daily safety checks of the environment to assess safety and to remove hazards at the Beach Kinder site		√	√		
Supervising/being aware of children's daily arrival and departure from the Beach Kinder site and being aware of the person who		√	√	√	

has authority to collect the child ( <i>refer to Delivery and Collection of Children Policy</i> )					
Supervising their own child/ren before signing them into the program and after they have signed them out of the program				√	
Enabling ECT/educators to supervise children at all times e.g. by making arrangements to speak with educators at a mutually suitable time				√	
Being available to collect your child if required at any time during the Beach Kinder program				√	
Reinforcing appropriate safety and behaviour strategies and expectations of the Beach Kinder program with your children e.g. Social stories, listening to your teachers		√	√	√	
Supervising their own child/ren before signing them into the program and after they have signed them out of the program				√	
Enabling ECT/educators to supervise children at all times e.g. by making arrangements to speak with educators at a mutually suitable time				√	

## BACKGROUND AND LEGISLATION



### BACKGROUND

Supervision is essential in ensuring that children's safety is protected in the Beach Kinder environment. Children have a right to be protected from potential hazards and dangers posed by products, plants, objects, animals and people in the immediate and wider environment.

Supervision is an integral part of the care and education of children and requires staff members to make ongoing assessments of the child and the activities in which they are engaged; utilising range of skills such as positioning and peripheral vision. Active supervision assists in the development of positive relationships between educators, children and their families, and informs ongoing assessment and future planning. Adequate supervision (*refer to Definitions*) requires teamwork and good communication between educators.

### LEGISLATION AND 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
- 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](http://www.legislation.vic.gov.au)
- Commonwealth Legislation – Federal Register of Legislation: [www.legislation.gov.au](http://www.legislation.gov.au)

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## DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the *Definitions* file of the PolicyWorks catalogue.

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## SOURCES AND RELATED POLICIES

### SOURCES

- Kidsafe: [www.kidsafe.com.au](http://www.kidsafe.com.au)
- The Royal Children's Hospital Community Information team (formerly Safety Centre) provides information on safety promotion and injury prevention: [www.rch.org.au](http://www.rch.org.au).
- WorkSafe Victoria: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)
- Guide to the National Quality Framework (ACECQA): <http://acecqa.gov.au/>
- Guide to the Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011 (ACECQA): <http://acecqa.gov.au/>

### RELATED POLICIES

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

## EVALUATION



In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- record and monitor complaints and incidents in relation to the supervision of children and amend the policy and procedures as required
- 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
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).



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## ATTACHMENTS

- Attachment 1: Supervision risk management template
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## AUTHORISATION

This policy was adopted by the approved provider of Flinders Preschool on 19 March 2024.

**REVIEW DATE:** March 2026

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## ATTACHMENT 1: SUPERVISION RISK MANAGEMENT TEMPLATE

This template is designed as a tool to be developed and used by all educators involved in the supervision of children at the service and should be reviewed regularly and made available to all staff working in the program. There may be additional areas that your service will want to include in the supervision risk management template. **See also General Beach Kinder Risk Assessment.**

Area/equipment	Potential supervision risk	Action to reduce or eliminate risk
Toilet	Out of sight of group	<p>Parents take child to the toilet before the beginning of the Beach kinder session</p> <p>Staff member accompanies the child / children to the bathroom or if no bathroom present, to "bush wee".</p> <p>Parent helper supports the staff member and children on the walk to the bathroom and waits outside helping to ensure a child does not leave the bathroom or "bush wee" area without the staff member.</p> <p>Staff member uses [walkie talkie / phone] to remain in communication with the rest of the group.</p>
Layout of Beach and bushland	Out of sight of group Child separates from the group.	<p>Children are divided into small supervision groups.</p> <p>2 staff members are positioned at the front and the end of the area.</p> <p>Each small group of children has an identifying colour hi-visibility vest for quick visual identification, that matches that groups educator leader colour vest. Staff member uses walkie talkie / mobile phone to remain in communication with the rest of the group. Missing child protocol actioned as per instructions in each staff member's bag.</p>
Beach/Bush walks near beach or near rocks	Child separates from the group	<p>Children form a "caterpillar" line. Staff members position themselves at the front, middle and back of the line. Staff member uses walkie talkie / mobile phone to remain in communication with the rest of the group.</p> <p>Missing child protocol actioned as per instructions in each staff member's bag</p>
For example: Arrival and departure of children	Out of sight of group Child separates from the group	<p>Arrival: 1 staff member positioned at sign in point, 1 staff member directing parents to the toilets (if at Pier beach), and 1 staff member together with parent helpers supporting the children in the gathering space near sign in point. Communication via walkie talkies / mobile phones.</p>