



## Supervision of Children Policy

CSIROCare requires each and every educator to be committed to active and diligent supervision of all children in their care, at all times.

Educators will observe and interact with individual children and with groups of children, respond to each child's individual needs, and immediately intervene when and where necessary.

CSIROCare employs mature, committed and experienced educators and complies with the Department of Education & Training Victoria (DET) for staffing ratios.

Above this, CSIROCare employs an established set of educators to cover breaks, staff lunches, staff RDOs and holidays, and staff absences due to illness.

This ensures all staff are known to the centre, the children and families, and are familiar with the centre's philosophies, policies and procedures.

Furthermore, more than 50% of the centre's educators hold Diploma qualifications, which greatly exceeds DET requirements.

In addition, CSIROCare also has their own casual staff bank, whereby educators who have been chosen for their demonstrated skills may be accessed to cover any additional staff deficits that cannot be covered by permanent staff.

Parents are asked to ensure they sign their child in upon arrival at the centre, and that they acknowledge the arrival of their child directly and verbally to an educator. Similarly, at the end of the day, parents must advise educators of their child's departure prior to signing them out.

Educators mark a roll book each day, and regular head counts of children occur at routine and transition times throughout the day.

As educators finish their shift they will check the digital roll to verify which from their Playroom that have gone home

Educators leaving a Playroom (for example at the end of a shift) will assist a single remaining educator to consolidate (merge) with other Playrooms to avoid single educators being left in charge of an isolated Playroom. The Certified Supervisor in charge at the end of the day should ensure that educators effectively consolidate Playrooms. Educators on late shift are to follow the centres lock up procedure, which includes the checking of each room at the centre.

All educators and support staff, permanent, part-time and casual, are required to acknowledge and apply the Centre's Protective Care and Safety policies and procedures which cover all areas of potential hazard and risk, thus ensuring the safety and security of children and staff at all times.

Educators are required to position themselves in both indoor and outdoor environments so as to be able to view and supervise the children at all times. Educators must adhere to the required ratio within their room and must arrange educators to cover if they need to leave the playroom for any reason.

The Centre further undertakes to provide all children and staff with a safe and secure environment.

The indoor and outdoor play areas, sleep rooms, and toilet/change areas are monitored for safety and security of children by Playroom educators at all times.

Convex mirrors are installed near the higher playground outside Playroom 4 to allow staff to supervise preschool children entering and exiting the toilets.

The Centre has appointed two educators as Indoor and Outdoor Monitors, and these educators are responsible for checking the indoor and outdoor environments of the centre weekly (via a comprehensive checklist) for any areas of potential hazard to staff and children.

CSIROCare may only be entered by using the keypad at the entrance door, the combinations of such locks are allocated to parents when their child begins care. Other visitors are required to ring a doorbell, thus allowing any visitors to be monitored by office staff or educators prior to entering the centre. The centre is surrounded by DET approved high fencing and has child safety latches installed on all gates.

Certain areas of the centre are locked and/or are out of bounds for children for safety precautions, and children must not enter these areas at any time. These include the kitchen, laundry, and staff rooms.

The supervision policy is reviewed on an annual basis (and incidentally when it is deemed necessary), incorporating feedback from centre management, staff and parents.