

# EDUCATION AND CARE GUIDING PRINCIPLE

## Supervision and Interaction

### Purpose

All children have the right to experience quality education and care in an environment that provides for their health and safety. This should be complemented by a focus on promoting each child's wellbeing and providing support for each child's growing competence, confidence and independence in accordance with sections [155](#) & [156](#) of the Regulations.

### Scope

Council's education and care services provides suitable supervision of children to ensure their safety at all times when being educated and cared for both at the service and/or on excursions.

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### Definitions

<b>CCFDC:</b>	Cumberland Council Family Day Care
<b>FDC:</b>	Family Day Care
<b>LDC:</b>	Long Day Care
<b>OOSH:</b>	Out of School Hours Care
<b>Regulations:</b>	<a href="#">Education and Care Services National Regulations</a>
<b>SHC:</b>	School Holiday Care
<b>SIP:</b>	Strategic Inclusion Plan
<b>WWCC:</b>	Working With Children Check

## Supervision

- Supervision of children involves keeping children within sight and/or hearing of educators at all times.
- Educators must actively supervise children as they are not always able to recognise potential risks involved in their play and are not aware of their own limitations or abilities.
- Students, volunteers, FDC educators' family members and visitors are not to be left alone with the children. They are to be informed of this Supervision and Interaction Guiding Principle.
- OOSH centres need to negotiate appropriate plans with school principals to ensure that gates and entrances to school premises are closed to assist in preventing children entering or leaving the school grounds.
- All gates and entrances into the centre/ service need to be designed to prevent children entering or leaving the area unsupervised.
- Any educators under the age of 18 years must be supervised by another staff member at all times (centre based).
- Families are required at all times to inform the educators as and when children arrive and depart each day at the service by notifying the educators verbally, so that supervision is maintained.
- Families are responsible for their own children's supervision while they are on premises, including siblings not enrolled in the centre/service.
- Daily head count checklists must be completed (not FDC).
- Monitors are to be used in cot/sleeping rooms (LDC) along with regular physical checks of these areas every 10 minutes. Refer to Sleep/Rest section of the [Child Safe Environment and Practices](#) Guiding Principle.
- The nappy change room/ area must not allow children to gain unsupervised access. The door should be locked at all times (centre based) and nappy change items inaccessible to children (FDC).
- Children are not to have access to office, staff room or kitchen (centre based).
- When a child becomes ill or injured whilst in care, an educator needs to stay with the child and monitor their symptoms or injury until the family (parent, guardian, caregiver) arrives to pick up the child.
- No other duties are to be performed by educators while supervising children. This includes, but not limited to, putting up displays in the room or writing in children's journals, unless the child is participating in the documentation process.
- If the toilet and hand washing facilities are not clearly visible from main areas, either with the use of mirrors or direct line of sight, the children need to be supervised during these times (0-5yrs).
- OOSH centres may use the school toilet blocks where necessary if toilets are not provided within the centre. The centre has toileting procedure to ensure children are supervised transitioning to and from the toilets.
- Supervision practices need to be reviewed regularly and documented, such as at centre based staff meetings/educator meetings.
- In centre based care when a Nominated Supervisor is not on the premises, a Responsible Person / Person in day to day charge must be assigned and these changes must be clearly displayed and documented.

## **Educator to child ratios**

- Council's education and care centre-based services adhere to the below educator to child ratios as outlined in the Regulations:
  - 0 – 2 years 1:4
  - 2 – 3 years 1:5
  - 3 – 5 years 1:10
  - 5 – 13 years 1:15
- During activities undertaken outside the licensed service, ratios are to be reduced according to the risk assessment conducted.
- During transport and excursions for children aged 5-13 years, ratios must not exceed 1:10, unless careful consideration is given during the development of the risk assessment, and this has been approved by the Education and Care Coordinator.
- Drivers are not to be considered as part of the ratio, meaning that an additional educator is required to transport children (along with the driver) via council van at all times (not FDC).
- FDC educators must not care for more than 7 children at one time, including school aged children (this may be less, dependant on home safety audits):
  - a maximum of 1:4 under school age or younger
  - educator's own children are included in the numbers of children cared for at any one time
- Ratios may vary when a child with additional needs attends the service. A SIP will be developed annually and reviewed regularly to increase supervision, interaction and inclusion of children with additional needs. Please refer to [Inclusion in Education and Care Services](#) Guiding Principle.
- Educators must ensure ratios are maintained at all times, particularly at routine times such as eating and drinking, nappy changing, sleeping and toileting time.

## **Transporting children**

- Discussions are to be held before, during and after transporting children to discuss behaviour expectations outside the service. Staff are to inform the Centre Director of any behaviour concerns during transport immediately upon returning to the centre. The Guiding Children's Behaviour Incident Report is to be completed for each incident that occurs to ensure all behaviour concerns are addressed in accordance with the [Guiding Children's Behaviour](#) Guiding Principle.
- Regular head counts must be conducted and documented by educators when transporting children, with additional educators confirming that the number of children matches the head count conducted by the other educator(s) and the roll.

## **Activities and equipment**

- Generic risk assessments are to be completed on high risk activities to assess the associated risks. High risk activities include meal times, sleep time, water-based activities and animals in the environment.
- While supervising children, educators need to accommodate for each child's development and allow for risk taking with some activities, such as climbing or cutting activities.

- Educators are encouraged to get down to the children's level and interact with them, whilst scanning the area they are positioned in, rather than standing and watching the children.

### **Environment and equipment safety**

- The environment, both indoor and outdoor, needs to be set up in a way to ensure clear and unobstructed views of all areas for effective supervision.
- Areas that have hot spots which restrict proper supervision need to be drawn to everyone's attention and a plan needs to be developed to overcome this situation, both long and short term. For example, use of mirrors may support supervision in sheds, corners of buildings (centre-based) and sides of educators' houses (FDC).
- The indoor and outdoor environment needs to be checked twice daily to ensure that it is safe for children to prevent any injuries or incidents. The indoor and outdoor checklists are to be completed for both mornings and afternoons. FDC homes only complete a morning check prior to children coming into care.
- Any animals that are on the premises are to be made inaccessible to the children unless they are under direct supervision of the educator. Refer to Animals in the Environment section of the [Child Safe Environment and Practices](#) Guiding Principle.
- Educators need to be aware of safety issues when using different equipment with the children, such as highchairs or the hydraulic lifter. Educators are to ensure supervision is maintained while a child is using the equipment.

### **Centre based**

Educators must:

- be aware of positioning themselves in relation to other educators and the children. This is for their protection as well as the protection of the children;
- consider limiting the play area if only two educators are supervising a group of children, until more educators are available, such as only indoor play instead of both indoor and outdoor play, or only limited to one area of the outdoor space rather than the whole outdoor space;
- be within view and be able to communicate with other educators when taking a small group of children for an activity or supervising sleeping children;
- communicate with each other regularly throughout the day regarding effective supervision strategies;
- ensure curtains/blinds do not obstruct the view to sleeping and nappy change areas;
- display outdoor play space plans in the outdoor area identifying best supervision positions for educators, any hot spots and high traffic areas;
- consider supervision when planning excursions. After every excursion an evaluation must be completed on supervision. This should be noted in the [Risk Assessment - On the Day Excursion Checklist](#) - refer to [Excursions, Transport and Leaving Service](#) Guiding Principle;
- ensure at least two educators, including a Responsible Person, are always present on the premises while children are in care.

## Family Day Care

CCFDC recommends that FDC educators care for no more than one child under 1 year of age and no more than two children under the age of 18 months. At no times are educators to care for more than three children under the age of 2 years. Educators are to seek approval from their Nominated Supervisor to exceed this recommendation [[Reg 124](#)].

FDC educators must:

- ensure door to sleep areas must remain open while children are sleeping and resting;
- be present on the premises and with the children at all times unless a registered CCFDC educator assistant or coordination unit staff are present and families are notified;
- ensure children are not left with persons not registered with CCFDC. This includes visitors and other household members [[Reg166\(1\)](#) & [\(2\)](#)];
- ensure visitors and other household members over the age of 18 years, staying for 3 weeks or more or who regularly stays at the CCFDC residence, have obtained a WWCC clearance. This must be sent to the coordination unit prior to them staying at the residence;
- complete the Individual Daily Safety Audit Sheet prior to children arriving into care each day;
- complete the [Sleep Supervision Checklist](#) while children are sleeping and resting throughout the day;
- consider the ages of children and potential hazards when planning excursions. Risk assessments and routes of travel are to be completed and read prior to excursions taking place. An [On the Day Excursion Checklist](#) is to be completed on the day of the excursion. Refer to [Excursions, Transport and Leaving Service](#) Guiding Principle.

Any other children at the residence are included in the number of children cared for at any one time if there is no other adult present and caring for the children. If there is another adult present:

- the adult must be actively supervising and solely responsible for the other children;
- a statutory declaration stating the below must be completed by the other adult, signed by a Justice of the Peace and submitted to the CCFDC office, along with dates and times of care prior to care taking place:

*"I will actively supervise and have the sole responsibility for (full name of child/ren) while (full name of educator) operates their Family Day Care business, in the event the service is at maximum ratio. This includes emergency and illness situations where medical attention may be required for (full name of child/ren). In the event that I am not available to be responsible for (full name of child/ren), then Cumberland Council Family Day Care needs to be contacted along with the families using the service and the service needs to be closed to avoid going over ratio requirements."*

- educators are required to have CCFDC Nominated Supervisor's approval prior to this taking place;
- the adult must be 18 years or over and CCFDC must have them listed as an adult household member, have their WWCC number noted and their COVID-19 vaccination record;
- the adult will complete the visitor's book, recording the child and adult's details.

## Interaction

Educators are to:

- ensure interactions with children are respectful and meaningful;
- ensure they abide by the [Education and Care Code of Conduct](#) specifically in reference to Professional Boundaries;
- challenge each child's skills and awareness of the world;
- allow children to undertake experiences that develop self-reliance and self-esteem [[Reg155\(b\)](#)];
- encourage the children to express themselves and their opinions [[Reg155\(a\)](#)];
- maintain at all times the dignity and rights of each child [[Reg155\(c\)](#)];
- give each child positive guidance and encouragement toward acceptable behaviour [[Reg155\(d\)](#)];
- have regard to the family and cultural values, age, physical and intellectual development and abilities of each child being educated and cared for by the service [[Reg155\(e\)](#)];
- ensure opportunities for children to interact and develop respectful and positive relationships with each other and with staff members, educators and volunteers at the service [[Reg156\(1\)](#) & [\(2\)](#)].

## Attachments

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### **Related Legislation and Online Resources**

- [Education and Care Services National Regulations](#): Sections [84](#), [123](#), [155](#), [156](#), [166](#), [168](#), [Part 4.3](#) & [Part 4.4](#)

### **Related Documents and Council Policies**

- [Education and Care Code of Conduct Handbook](#)
- Education and Care Guiding Principles:
  - [Child Safe Environment and Practices](#)
  - [Excursions, Transport and Leaving Service](#)
  - [Guiding Children's Behaviour](#)
  - [Inclusion in Education and Care Services](#)
  - [Governance, Management & Leadership](#)
- Education and Care Checklists and Risk Assessments:
  - [Risk Assessment - On the Day Excursion Checklist](#)
  - [Risk Assessment - On the Day Excursion Checklist - FDC](#)
  - [Risk Assessment – On the Day Transport Checklist – FDC](#)
  - [Risk Assessment – On the Day Transport Checklist – OOSH](#)
  - [Sleep Supervision Checklist - FDC](#)

### **Authorisation & Version Control**

Guiding Principle owner	<i>Manager Children, Youth and Families</i>
Authorised by	<i>Education and Care Management Team</i>
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## **SUPERVISION AND INTERACTION**

### **Educator Acknowledgement and Declaration**

I acknowledge that I have read, understood and agree to abide by this Supervision and Interaction Guiding Principle.

Name of educator: .....

Signature of educator:..... Date:.....

Service name: .....





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# GUIDING CHILDREN'S BEHAVIOUR

## Incident Report

Service: .....

Name of child:.....

Date of incident: ..... Time of incident:.....

Witnessed by: .....

What occurred before the incident?.....

.....

.....

The incident: .....

.....

.....

After the incident:.....

.....

.....

Follow up, including resources needed to improve behaviour: .....

.....

.....

Any further action: .....

.....

.....

Review date:..... Educator's name: .....

Educator's signature:.....

Family's name: ..... Family's signature: .....

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### Office use only:

Has the family been notified: Yes / No

Notified by (educator's name): ..... Date family notified: .....



# WEEKLY HEAD COUNT CHECKLIST – OOSH

Centre name: ..... Week beginning: .....

Date: _____	6:30am	7:00am	7:30am	8:00am	8:30am	9:00am	3:00pm	3:30pm	4:00pm	4:30pm	5:00pm	5:30pm	6:00pm
Head count													
Matches Smart Central													
Staff member name													

Date: _____	6:30am	7:00am	7:30am	8:00am	8:30am	9:00am	3:00pm	3:30pm	4:00pm	4:30pm	5:00pm	5:30pm	6:00pm
Head count													
Matches Smart Central													
Staff member name													

Date: _____	6:30am	7:00am	7:30am	8:00am	8:30am	9:00am	3:00pm	3:30pm	4:00pm	4:30pm	5:00pm	5:30pm	6:00pm
Head count													
Matches Smart Central													
Staff member name													

Date: _____	6:30am	7:00am	7:30am	8:00am	8:30am	9:00am	3:00pm	3:30pm	4:00pm	4:30pm	5:00pm	5:30pm	6:00pm
Head count													
Matches Smart Central													
Staff member name													

Date: _____	6:30am	7:00am	7:30am	8:00am	8:30am	9:00am	3:00pm	3:30pm	4:00pm	4:30pm	5:00pm	5:30pm	6:00pm
Head count													
Matches Smart Central													
Staff member name													

Nominated Supervisor: ..... Signature: ..... Date: .....



Date: _____	7:00 am	7:30 am	8:00 am	8:30 am	9:00 am	9:30 am	10:00 am	10:30 am	11:00 am	11:30 am	12:00 pm	12:30 pm	1:00 pm	1:30 pm	2:00 pm	2:30 pm	3:00 pm	3:30 pm	4:00 pm	4:30 pm	5:00 pm	5:30 pm	6:00 pm	
Head count																								
Matches Smart Central																								
Staff member name																								

Date: _____	7:00 am	7:30 am	8:00 am	8:30 am	9:00 am	9:30 am	10:00 am	10:30 am	11:00 am	11:30 am	12:00 pm	12:30 pm	1:00 pm	1:30 pm	2:00 pm	2:30 pm	3:00 pm	3:30 pm	4:00 pm	4:30 pm	5:00 pm	5:30 pm	6:00 pm	
Head count																								
Matches Smart Central																								
Staff member name																								

Nominated Supervisor: ..... Signature: ..... Date: .....



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# INDOOR CHECKLIST

## Centre-based Care

All services must complete this indoor checklist each morning upon arrival and each afternoon. Also, when the service is visiting a shared area such as school hall or library. Additionally, the checklist must be completed when the service recommences a session after the area has been shared with others such as playgroup or school group.

Centre: ..... Week ending: .....

TASK	Monday		Tuesday		Wednesday		Thursday		Friday	
	am	pm	am	pm	am	pm	am	pm	am	pm
Check cleaning has been done the previous night and note any issues in cleaner's communication book										
Ensure that the premises are clean and tidy. Remove all rubbish and ensure doorways/ fire exits are not obstructed										
Identify and remove slip, trip hazards from the floor to minimise the possibility of trips and falls										
First aid kits are sufficient, readily accessible, inspected and stocked										
Check toilets, inside and surrounding area. Ensure that they are maintained in a healthy and safe condition and are clean and well stocked with soap and hand drying facilities available										
Chemicals are labelled and cleaning agents are stored in a locked cupboard e.g. dishwashing powder										
Inaccessible areas are made secure										
Emergency procedures are displayed including CPR charts, telephone numbers of emergency services and exit routes clearly labelled										
Cold drinking water is readily available										
Blind cords secure										
Broken equipment removed and reported										
Choking hazard removed for younger children										
Emergency bag in correct area as per evacuation plan										
Exit light working										
Gate barriers closed										
Power point covers in power points										
Supply of gloves, tissues topped up										
Supply of current date sunscreen available										
<b>END OF DAY CHECK</b> - Ensure there are no children/adults on the premises – to be checked by the last staff member to leave										
Sign initials of educator completing check										

Any action required reported to Nominated Supervisor? Yes  No

Nominated Supervisor signature: ..... Date: .....

Comments: .....

.....



# OUTDOOR CHECKLIST

## Centre-based Care

This checklist must be completed each morning upon arrival and each afternoon. The checklist must also be completed when the service recommences a session after the area has been shared with others; e.g. playgroup or school group.

**Centre:** ..... **Week ending:** .....

TASK	Monday		Tuesday		Wednesday		Thursday		Friday	
	am	pm	am	pm	am	pm	am	pm	am	pm
Check blower for wear and tear before use. Rake sand, blow around edges										
Check sandpit for glass, syringes, spiders/webs, stones, rubbish, faeces										
Sand (turned over monthly to aerate)										
Remove slip hazards on pavers (sand)										
Check loose nails and parts on shade structure										
Walk perimeter of playground, check for holes, gaps, loose parts, panels and faeces										
Check equipment, parts, damage, chains, rust, splinters, nails, spider webs, bee/wasp nests & insects										
Rake gardens, if appropriate, check depth of bark										
Check for syringes, glass, rubbish, weeds, spiders, insects, splinters, nails										
Check soft fall for wear and tear										
Remove and report damaged equipment										
Shade cloth - check for wear and tear										
Check temperature soft fall by hand to ensure safety (heat)										
Gates locked and in working order										
Doorways not obstructed										
Check and remove rubbish										
Check for trip hazards, noxious weeds and plants										
Check pavers for trip hazards										
Check outdoor mats are set up to minimise trip hazards in walkways										
Check trees and branches (any protruding)										
Check for vandalism										
Water hazard which may have created overnight have been emptied										
First aid kit outside and fully stocked										
Emergency procedures are displayed, including CPR charts & evacuation charts										
Fire Safety – ensure hose reel and trigger nozzle are connected to the tap and are in good working order										
Check drinking water is available										
<b>OOSH only</b>										
Check toilets and surrounding area										
If using school equipment, check structure, parts for damage, wear and tear										
Check entry/exit of school grounds/OOSH (pathways) to ensure no hazards for children being transported or any emergency										
Sign initials of educator completing check										

**Any action required reported to Nominated Supervisor?** Yes  No

**Nominated Supervisor signature:** ..... **Date:** .....

**Comments:** .....



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# INDOOR / OUTDOOR CHECKLIST

## Playsession - Family Day Care

Each educator must complete this checklist each morning **prior** to children coming into care

**Educator:** ..... **Week ending:** .....

Task	Tuesday	Wednesday	Thursday
Gates locked and in good working order *Entrance gate is locked with key on hook *Outside gate near bins is key locked			
Doorways not obstructed			
Large chairs are stacked away			
Check for small toys, parts etc & choke hazards from equipment			
Safety plugs in power points			
Latches are on all toilet doors and two indoor storerooms			
Check toilets and nappy change area – ensure adequate soap, paper towel, wipes etc			
Playsession office door is key locked			
Laundry, kitchen and storeroom door in hallway are locked			
Cleaning products are locked away			
Exit pathways are cleared of clutter			
Check outside play area for glass, syringes, spider/webs, stones, rubbish, and faeces			
Fire safety - ensure hose reel and trigger are connected to the tap and are in good working order			
Water hazards that have been created overnight have been emptied, including bird bath			
Shade cloth is intact			
Check for vandalism			
Check equipment for loose parts, splinters, spiders, nails etc			
Walk perimeter of fence - checking for gaps, loose parts etc			
Rake sand and check for glass, syringes, spiders, stones, rubbish, faeces etc			
Remove slip hazards on veranda; e.g. sand			
Check soft fall for wear and tear			
Emergency procedures are displayed including CPR and evacuation charts			
Emergency bag is in position			
Check drinking water is available			
<b>Staff member signature:</b>			

General maintenance comments: .....

Any action required: .....

Staff member completing checklist: .....

Coordinator's signature:..... Date: .....



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# FDC EDUCATORS

## Individual Daily Safety Audit Sheet

List below any identified hazards that are specific to your work environment.  
Fill in the fortnightly sheet attached, checking each area for the identified hazard on a daily basis.

**Educator's name:** .....

	Registered area	Identified hazard
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		





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# FAMILY DAY CARE

## Educator's Individual Daily Safety Audit

List below any identified hazards that are specific to your workplace. Fill in the date and tick off each area on the working day.

Educator's name: ..... Fortnight commencing: .....

Area		Dates checked					
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
Area		Dates checked					
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							