Outside School Hours Care Policy
Supervision

Purpose

This policy provides a set of clear guidelines to strengthen supervision practices to benefit all children attending the Wangala Primary School Outside School Hours Care service. The policy has taken into account Standard 1 of the Child Safe Standards in relation to supporting efforts to embed an organisational culture of child safety, including through effective leadership arrangements. This policy provides objectives for:

- Ensuring that children are adequately supervised at all times, based on the understanding that educators should be aware of exactly where children are at all times and where possible, educators are to be able to see, hear and intervene with children at all times, subject to children's independence. For example, when accessing bathrooms in pairs. Creating safe environments in which children can participate in all aspects of programs and experiences in safety and comfort.
- Ensuring all educators have adequate knowledge of risk identification, safety and emergency procedures for supervision of children in our care.
- Ensuring all educators understand and comply with the policies and procedures for appropriate supervision for children of school age.

Procedures

- Educators actively supervise all children attending the Wangala Primary School Outside School Hours Care service. Educators ensure appropriate positioning both indoors and outdoors to ensure maximum supervision for children in our care. (S 165) Consideration will be given to the activities being offered, the mix of children including age, stage of development, individual needs and skills/abilities displayed by each child.
- Communication between educators is of a high standard to ensure each educator is aware of where other educators are and that individuals and groups of children are supervised appropriately at all times.
- Head counts are to be conducted at regular intervals, and the number of children noted on the attendance record, to document and confirm numbers of children. This will then support the accurate completion of the attendance record (R158).
- Educators make all children aware of program boundaries and program supervision procedures on a daily basis, to ensure children new to the program are also aware of the appropriate procedures. For example, children are not permitted to leave the indoor premises unless an educator is aware of why they are leaving and a time is agreed upon for how long they will be away. For example, to gather a bag, go to the bathroom etc. At no time, is a child to leave the service unless in the care of a parent, guardian or authorised nominee. (see delivery and collection of children policy and procedure)
- Educators ensure that children notify them when they are going to the bathroom and educators are to check that another suitable child is going with them. Consideration should be given to the suitability of which children go together in pairs. If bathrooms are located outside of the approved indoor space, an educator must go with the children to the bathroom at all times, including when it is dark outdoors.

- Educators guide program experiences and implement daily routines to ensure children are supervised, supported and safe. Educators must position themselves to maximise supervision opportunities. For example, facing the majority of the group where possible.
- Educators are to be aware of the relevant educator to child ratios, to ensure these appropriate support supervision.
- Educators ensure that volunteers and students are appropriately supervised at all times and do not interact with children alone.
- Furniture, equipment and resources will be positioned to allow for maximum supervision opportunities. Appropriate supervision also includes consideration of the suitability of the environment for children, such as risks of harm or hazard that may be present or may require additional supervision.
- Educators active interactions with children will support appropriate supervision and lead to further learning and development opportunities.
- Any student accessing and iPad or computer in line with the Multimedia and Mobile Phone Policy, will have the screen viewable by Educators at all times.

Review Cycle

This policy was last updated in October 2025 and is scheduled for review in October 2027.
The recommended minimum review cycle for this policy is 2 years.