


Name of your Centre:	Pines Learning	
Effective Date:	January, 2010	
Pages:	1	
Distributed to:	All Clients and Staff and Students	
Initialed by:	Dianne Lacaze – President, COM	

## **SUPERVISION POLICY – Pines Learning.**

### **POLICY**

Childcare Staff have a Duty of Care to ensure all children are cared for/educated in a safe and secure environment.

Active supervision is essential for creating a safe and secure environment for children and allows staff to observe and respond appropriately to all children in their care.

Supervision reduces accidents and injuries through early detection of potential hazards and also allows staff to interact meaningfully with children.

Staff need to actively supervise children as they are not always able to recognise potential risks involved in their play and are not always aware of their own limitations/abilities.

### **PROCEDURE**

- Child:Staff ratios as per current Children’s Services Regulations will be met at all times.
- Staff will ensure children are actively supervised at all times according to age/ stage of development whilst respecting the increasing independence and abilities of older children.
- The indoor and outdoor environment will be designed and set up in a way that is conducive to being easily supervised.
- Students attending the centre as part of their practical placements will never be left alone with children, will be supervised at all times by a staff member and will not be counted in child:staff ratios unless they are a paid staff member.
- Staff will ensure that any child using the bathroom is supervised taking into consideration that older children may prefer staff to observe from a distance and allow some privacy.
- Children will be allowed to enter the kitchen, childcare or childcare office (no more than four at a time) accompanied/supervised by a staff member as part of learning experiences.  
The kitchen and office door will remain closed at all other times.