



Supervision of Children & Young People Guidelines

Name:	Supervision of Children & Young People Guidelines
Approved by:	Group Accreditation & Compliance Manager
Date Approved:	30.01.2019
Approved by:	CEO
Date Approved:	30.01.2019
Implementation Owner	Student Services (T&D and GEC)
Maintenance Owner	Group Accreditation & Compliance
Review Date	30.01.2020

RedHill Education Limited Supervision of Children & Young People Guidelines V1.0

Contents

1. Introduction	3
2. Scope	3
3. Purpose	3
4. Guidelines	3
5. Review of these Guidelines	5
6. Supporting Documentation	5
7. Modification History	5
Attachment 1. Sample Supervision Risk Management Template	6

RedHill Education Limited Supervision of Children & Young People Guidelines V1.0

1. Introduction

At RedHill Education Limited (RedHill) we hold the care, safety and wellbeing of children & young people as a central and fundamental responsibility of our organisation.

2. Scope

This policy applies to all entities and brands of RedHill and their staff, including employees, contractors and volunteers, involved in the delivery of services, directly or indirectly, to students Under 18 years of age, with a particular focus upon students aged under 16 years attending school vacation & after-school programs and cultural exchange programs.

3. Purpose

This policy will provide guidelines to ensure the provision of a safe and secure environment for all children & young people attending programs operated by RedHill Education and its subsidiary entities and adequate supervision of all enrolled children is maintained at all times

This policy takes into account relevant legislative requirements within the states of NSW, VIC, QLD, including the specific requirements of the Victorian Child Safe Standards.

4. Guidelines

The following guidelines apply to all services delivered by entities and brands of RedHill involving children & young people:

General Managers (or Heads of School) and Program Co-ordinators are responsible for:

- ensuring a minimum of two educators are rostered on duty at all times children are in attendance at the service;
- ensuring that children being educated and cared for by the service are adequately supervised at all times they are in the care of that service (Education and Care Services National Law Act 2010: Section 165(1));
- considering the design and arrangement of the service environment to support active supervision. This may be supported by a supervision plan (refer to Attachment 1 – Sample supervision risk management template);
- identifying high-risk activities, including excursions, through a risk management process, and implementing strategies to improve children's safety e.g. increasing adult-to-child ratios above regulatory requirements (Regulation 101);
- ensuring supervision standards are maintained during educator breaks, including during lunch breaks;
- providing safe play spaces for children, which allow for adequate supervision, including safe fall zones, good traffic flow, maintenance of buildings and equipment, and minimising trip hazards;
- providing staff rosters, and casual staff lists;
- developing procedures to inform casual staff about the supervision strategies outlined in this policy;

RedHill Education Limited Supervision of Children & Young People Guidelines V1.0

- notifying parents/guardians of a serious incident involving their child as soon as possible, but not more than 24 hours after the occurrence;
- reporting notifiable incidents;
- evaluating supervision procedures regularly in consultation with the Nominated Supervisor, educators and management representatives;

Supervisors and other educators are responsible for:

- providing adequate supervision at all times;
- being alert to, and aware of, risks and hazards and the potential for incidents and injury throughout the service and not just within their own immediate area, and using supervision skills to reduce or prevent incident or injury to children and adults;
- adjusting supervision strategies to suit the service environment, educator skills, and age mix, dynamics and size of the group of children being supervised and the activities being undertaken;
- maintaining a duty of care to children at all times (including when the child is on the premises but not signed into or out of the care of the service and the parent/guardian or person delivering or collecting the child is responsible for supervising that child);
- communicating with other educators regularly to ensure adequate supervision at all times;
- informing parents/guardians and volunteers at the service about the Supervision of Children Guidelines and the ways that they can adhere to its procedures;
- ensuring doors and gates are closed at all times to prevent children from leaving the service unaccompanied or from accessing unsupervised/unsafe areas of the service;
- conducting daily safety checks of the environment to assess safety and to remove hazards;
- arranging the environment (equipment, furniture and experiences) to ensure effective supervision while also allowing children to access quiet/private spaces;
- assisting the senior staff and the Nominated Supervisor to evaluate supervision practices regularly;
- supervising children's daily departure from the service and being aware of the person who has authority to collect the child;

Parents/guardians are responsible for:

- ensuring educators are aware that their child/ children have arrived or departed;
- being aware of the movement of other children near gates and doors when entering or exiting the service;
- enabling educators to supervise children at all times by making arrangements to speak with them outside program hours;
- supervising their own children before signing them into the program and after they have signed them out of the program;
- supervising other children in their care, including siblings, while attending or assisting at the service.

Volunteers and students, while at the service, are responsible for following these Guidelines and contributing to the overall safety of attendees and staff.

RedHill Education Limited Supervision of Children & Young People Guidelines V1.0

5. Review of these Guidelines

At RedHill we are committed to continuous improvement of our systems and practices. We intend this policy to be a dynamic document that will be regularly reviewed to ensure it is working in practice and updated to accommodate changes in legislation or circumstance. A Modification history will be maintained.

6. Supporting Documentation

Document name	Document type	Location
Victorian Child Safe Standards	Ministerial Order No. 870.	External
National Principles for Child Safe Organisations (AHRC)	Guidelines	External
RedHill Employee Handbook	Handbook	Internal
RedHill Privacy Policy	Policy	Internal
RedHill Child Safety Policy	Policy	Internal
RedHill Internet and Email usage Policy	Policy	Internal
RedHill Critical Incident Policy	Policy	Internal
RedHill Working With Children Check Policy and Procedure	Policy	Internal
AIT Website Usage Policy	Policy	Internal
AIT Access, Equity and Fair Treatment Policy	Policy	Internal
AIT Complaints, Grievances, Appeals Guideline	Guidelines	Internal

7. Modification History

Date	Approver	Description
30.01.2019	CEO	Initial guideline development

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.

Area/equipment	Potential supervision risk	Action to reduce or eliminate risk
fixed equipment		
Layout of the internal and/or external areas of the service including a description of areas that provide challenges to supervision e.g. bathrooms, recreation / playrooms		
Staff supervision responsibilities including: quiet/active learning spaces; Staff supervision responsibilities including: quiet/active learning spaces		
Potential hazards e.g. protruding tree roots, small pieces of equipment etc.		
Arrival and departure of children		