



CHILD SUPERVISION AND SAFETY POLICY

(This is one component of our Child Safe Environment Policies)

AIM

The staff are committed to ensuring children are the paramount consideration across all decisions. We ensure the safety, wellbeing and care for children through a child safe culture lead through a top-down approach and starting with child safe leadership and culture. The whole team work together to ensure the children are actively and appropriately supervised so that they can play, learn, and be cared for inside and outside and throughout the entire preschool environment.

Refer to the Lennox Head Community Preschool Child Safe – Code of Conduct

PROCEDURE

The Nominated Supervisor will

- i. ensure the child to educator ratios are always maintained.
- ii. ensure all volunteers and students must complete a thorough induction process prior to attending the service.
- iii. all visitors must sign in through the volunteer/visitors register, with time and sign out.
- iv. All students, volunteers and visitors are not left alone with children at any time.

The staff will:

- Adhere to the Code of Conduct and Child Safe Code of Conduct always
- Adhere to the child/adult ratios as set out in National Regulations. (Regulation 271, 272)
- Ensure lines of sight are not obstructed and supervision is always organised to ensure the safety of both children and staff.
- Keep personal devices in staff areas while working directly with the children.
- Signs and notification of office hours will be displayed for Parents/Guardians.
- Have a minimum of two staff on the premises whenever children are in attendance.
- Ensure all children are appropriately recorded in the attendance for each day and support families to sign their child in and out on the service issued devices.
- Maintaining attendance sign in/out to ensure all children are accounted for throughout the day
- Lock the eastern access doors (Whales entry) from 9.30 – 2.30 and the front door while at outside play and when there is no inside supervision.
- Be present whenever children are playing outside.
- Actively supervise play outside and organise staff throughout the environment to ensure the supervision of all areas.
- Be sensitive to the balance between need to intervene in children's play and the children's desire to play independently.
- Involve the children in the creation of rules for safe play.
- Program to include topics on safety and help children understand the need to keep themselves and others safe.

- Follow all aspects of the services policies and procedures including the accident/incident policy, child protection policy, staff policy, program policy and health policy.
- Help the children learn which areas are off limits unless an adult is in attendance. Children will not be allowed into the sheds without adult supervision.
- Respect each child's need for privacy when going to the toilet/bathroom while also ensuring the safety of children through supervision. (E.g. being within line of sight and sound)
- Mop the floor in the bathroom if wet and clean the toilets and floor with disinfectant following every routine bathroom transition, when required, and at the days end.
- Lock away all chemicals and hazardous substances either in a labelled childproof cupboard or out of reach of the children on a labelled shelf.
- Report to the Nominated Supervisor any area of the preschool considered unsafe e.g. broken equipment, slippery surface, gate not closing.
- Not permit the children to leave the preschool with persons not authorised by their Parents/Guardians.
- Ensure Parents/Guardians and Authorised Nominees sign children in and out of the pre-school and deliver the child to a staff member on arrival. (procedure is as outlined in the information book)
- All variations to collection must be authorised by the Parent/Guardian or Authorised Nominees in writing.
- Not permit children to be collected by persons under the age of sixteen years (excluding parents).
- request photo identification before any not familiar person nominated to pick up a child are able to remove the child from the service.
- implement the processes for circumstances where authorisations may be refused/not applicable

The service does not transport children other than excursions or between services.

Physical environment - National Regulations – 82, 83, 165, 166, 168, 170, 171, 172

(Reviewed annually with NQF and QIP)

Date last amended 21.7.25