

SUPERVISION PLAN



This Supervision Plan has been completed in accordance with the *Supervision Policy*.

NAME OF SERVICE	Moama & District Preschool Centre Inc.	DATE PLAN DEVELOPED	
ROOM/AREA			

TOTAL NUMBER OF CHILDREN IN THIS ROOM/AREA			
AGE GROUP	RATIO FOR AGE GROUP 1:10	NUMBER OF CHILDREN	EDUCATORS REQUIRED
Children aged over 36 months	1:10	Maximum 20 in group	2

ACTIVE SUPERVISION TECHNIQUES

The following Active Supervision Techniques will be used, Refer to the *Supervision Guidelines and Procedure* Policy for further information on each technique.

<ul style="list-style-type: none"> Planned positioning to maximise line of sight Practicing awareness Being alert to the surrounding environment Guided conflict resolution Provide close supervision Planned transitions Routine checks Consideration of all children and ages 	<ul style="list-style-type: none"> Consistent supervision strategies Actively supervising hygiene practices Observation and engagement Communication and collaboration Health and Safety Clear supervision plans Self-reflection Other: _____
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SUPERVISION RISK ASSESSMENT

A *Supervision Risk Assessment* is conducted to identify potential hazards and risks that may occur in relation to supervision while children are being cared for within the Education and Care Service. A well-designed Supervision Risk Assessment promotes a safe and nurturing environment for all children.

DATE COMPLETED		REVIEW DATE	
PREPARED BY			
LOCATION OF RISK ASSESSMENT			

KEY HAZARDS IDENTIFIED WITHIN RISK ASSESSMENT

A thorough *Supervision Risk Assessment* has been completed; Key Hazards related to this environment are documented here. Please note separate risk assessments are on OWNA for experiences that change eg swings, trapeze, scramble net, tricycles/bicycles, jouncing boards, hammering, climbing trees, water play, scissors, tape dispensers, volcano experiments, etc.

HAZARD OR RISK	RISK MATRIX	ACTION STEPS TO REDUCE HAZARD
Child leaving the environment without educator supervision	High	Door/gates to remain closed at all times Signage on door to remind families to keep the door/gates closed at all times Educator ratios to be maintained at all times Regular 'head counts conducted every 1 hour Educators to avoid having their backs to children
Children entering main office area where the photo copier is, supplies are stored when delivered, office manager and Director work from here.	Low	Only enter here if accompanied by an educator but also that the educator has checked the area is safe
Children entering office areas of each room	Low	Keeping office doors closed Regular head counts Educators to avoid having backs to children If an experience is near this door and educators are on the other side of the room to be 'aware'.
Children in an area where there is restricted sight eg play equipment with blankets etc over them, large plastic balls with limited vision.	Med	Educator be aware and make others aware this has become an area that will need to be monitored.

Child entering kitchen and opening fridge and opening others lunch boxes, eg allergies/anaphylaxis	High	Keeping door to kitchen closed Talking to children about staying out of the kitchen Sign on the door to say door is to remain closed at all times
Child entering into a room without an educator in the room or aware of movements. And all educators are outside	Low	Keeping bathroom door to playroom closed when children are outside. Educators to maintain constant supervision Educators to conduct head checks Educators to be aware of those children who may access the locker room. Water bottle trolley to be moved for easy access when outdoors.

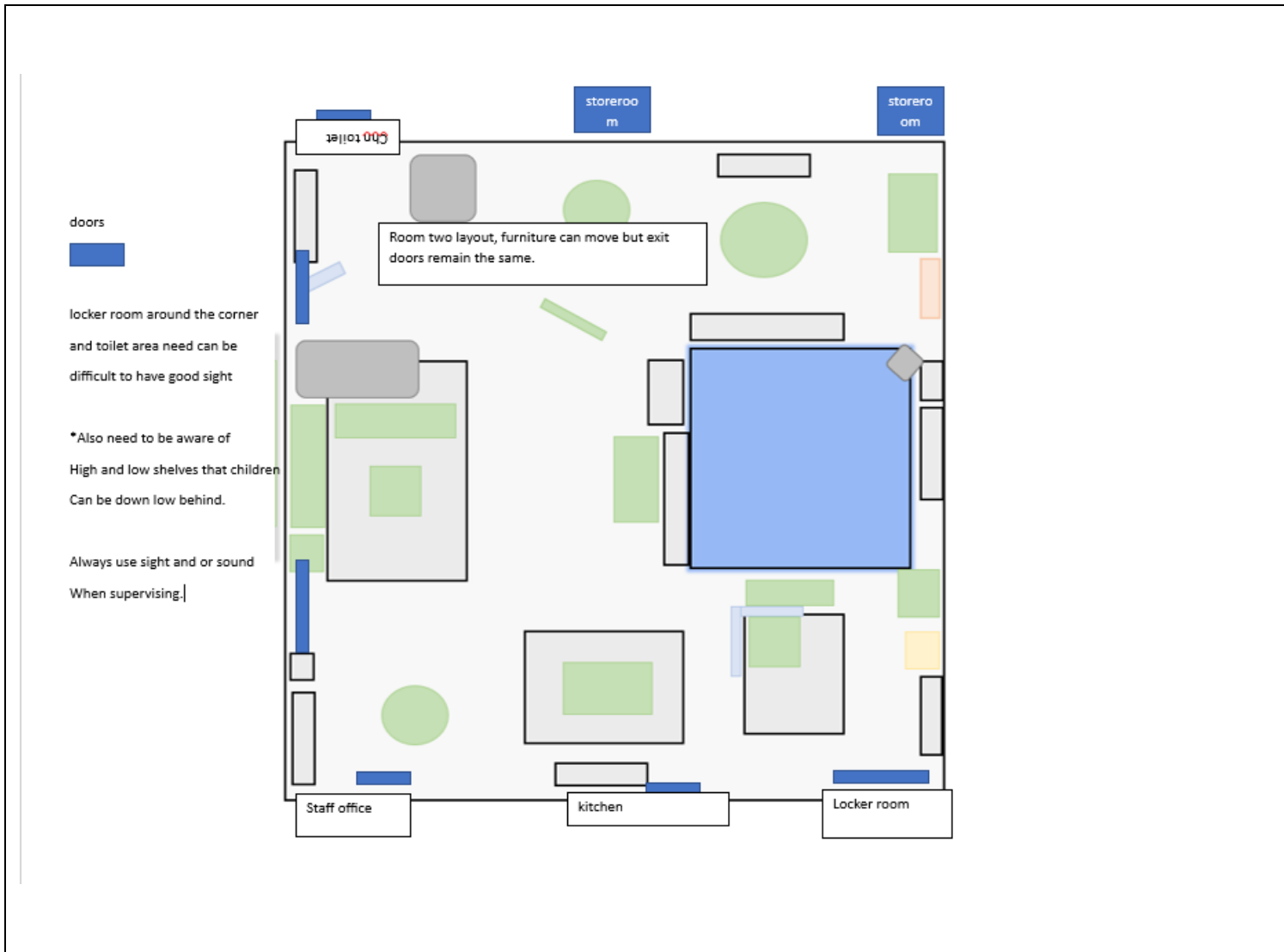
<p>Child opening small side gate at end of the building and going into this area.</p>	<p>Med</p>	<p>Educator ratios to be maintained at all times Regular 'head counts conducted every hour Educators to avoid having their backs to children Educators to be aware of those children who play near this area. Educators to be aware of the children who may like to try an open the locks on gates etc. Ensure yard is set up so that educators can still observe the whole yard and not be 'stuck' in one position.</p>
<p>Child leaving the building when parent/carer is still in locker room (eg another parent holds front door open)</p>	<p>Med</p>	<p>Reminders to parents about being aware of where their child is when signing out. Educators making sure children are released to an nominated adult for collection. Door/gates to always remain closed and remind families they should not hold open. One educator sits with children on mat or where children are gathered at the end of session, another greets families.</p>
<p>Child leaving the building/premises when parent is still in the Centre, eg another parent opens front gate and child walks out</p>	<p>Med</p>	<p>Reminders to parents about being aware of where their child is when signing out. Educators making sure children are released to an adult for collection. This is a busy time, as some families gather in foyer and are waiting to sign children out on Ipad or do this on the way out and not supervise their child. Door/gates to remain closed at all times and remind families they should not hold open. One educator sits with children on mat or where children are gathered at end of session, another greets families. Reminders to parents they should be encouraging the preschooler to collect their bag and gather items to take home rather than leaving parent to collect and carry out and then the child enters the foyer on their own whilst the parent is busy packing.</p>
<p>Child going out locker room when no educators inside or when group is inside</p>	<p>low</p>	<p>A part of the curriculum and routines is to ensure children are aware that they need to be where the educators are. For some children this can be a challenge and educators will support this.</p>
<p>Children entering arts/crafts storeroom or education equipment storerooms Items are stored high etc.,</p>	<p>med</p>	<p>Locks on doors to be locked when not in use, if an educator enters when group is in session, close and lock the door when leaving. Sign on door to say what is in the room</p>

		Educators to be aware of children within their rooms by conducting regular head counts.
Child entering outdoor sheds	Med	When opening ensure children are reminded to not enter, foster this from the beginning of the year as this gets very full and items are stored here. Keep shed doors down during sessions. When locking shed at the end of the day checking no child is in here.
Water at tank/s	Low	Ensure any water in containers is covered when children are not using eg group has gone inside etc,. Ensure water in bucket at tank is emptied at the end of each day Ensure all educators are aware of children who are using this space to fill buckets etc that they are being safe. This relates to water safety policy.
Children opening gate next to outdoor shed 2 that has access to sprinkler system.	Low	Ensure educators are conducting regular head checks Ensure educators are aware of children and supervising children who are playing in this area at all times. Particularly relevant if educator is on room one verandah can be difficult to have full vision.
Items being thrown over perimeter fence	Med	Checklists and checks are conducted of yard prior to children entering this area. When this occurs during the day educators will quickly scan the area. If this occurs whilst children are outdoors, educators will move children to a safer place on the other side of the yard or indoors and notify the RP.
Verbal Abuse of unacceptable language (swearing) use from people not involved with the Centre on the perimeter fencing.	Med	Educators will use sight or sound outside at all times. When this occurs during the day educators will quickly scan the area. This occurs whilst children are outdoors, educators will move children to a safer place on the other side of the yard or indoors and notify the RP. RP will take appropriate steps from here, eg notify police.
Unknown person/s trying to or climbing the perimeter fencing into yard.	Med	Whistle will be blown and evacuation of this area immediately. Lockdown may be necessary. RP will call 000. If this occurs in the front yard area the Office manager, Director will use the duress alarm system.

LAYOUT OF ROOM/AREA

See next page for layout of room or area with placement of educators for supervision. Each room will add a picture of their room layout.

Date plan developed		Next review date	
Name of person completing plan		Role	
Signature			
Plan developed in consultation with (Name)		Role	
Room the plan is developed for			
Signature of leaders of each group that uses this room			



Red circle indicates areas that may require extra supervision ●

