



# THE CUBBYHOUSE

PRESCHOOL AND LONG DAY CARE

ABN: 64083942858

41 Polwood Street Kempsey 2440 Phone (02) 6562 8591 Fax (02) 6562 1709

54 Pulteney Street Taree 2430 Phone (02) 6551 2100 Fax (02) 6557 8067

1316 Gloucester Road Wingham 2429 Phone (02) 6553 0111 Fax (02) 6553 0999

## Supervision of Children

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### Introduction

Children need to be supervised at all times as they are developing skills and may not understand the consequences of dangerous or unsafe play. It is the educator's duty of care to ensure that all children are being supervised during all parts of the day while in attendance of the Cubbyhouse.

### Goals - what are we going to do?

Support children's agency and developing skills.  
Keep children safe at all times whilst in our care.

### Strategies - How will it be done?

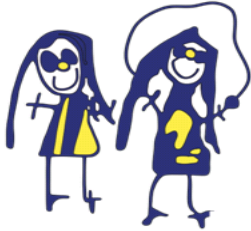
- Furniture, equipment and experiences will be arranged with effective supervision requirements in mind.
- Adult to child ratios of 1:10 for 3-5 years(36+ months), 1:5 for 2-3 years (24-36 months) and 1:4 for 0-2 years (0-24 months) apply at all times. All children will be within sight and/or hearing of staff at all times.
- Staff will position themselves to ensure all areas of the playground (during outdoor play) and indoor areas (during indoor play) are adequately supervised.
- Supervision plans will be developed by the team to ensure effective supervision is occurring at all times.
- At least one staff member shall be able to see/ hear the bathroom at all times.
- Cleaning and medical supplies will be kept out of the reach of children or in cupboards behind child proof locks/ locked doors.
- Equipment will be checked regularly for faults and withdrawn from use if necessary.

### Indoor Safety

- Educators will use the 'Cubbyhouse cleaning checklists' to ensure the indoor environment is safe
- When entering and leaving the 0-2 year room the staff will be with the children and will stagger their movement under direct control, to ensure safety at all times.
- Electrical appliances and cords are kept out of reach of children

### Emergency

- Staff will become familiar with the operation of the fire extinguisher.
- Fire drill evacuation/ other emergency drills will be practiced at least four times per year.
- Furniture will be kept in good repair and be suitable for the age of the group.
- Care, maintenance and cleaning of all equipment is of paramount importance.
- Broken or lost equipment is to be reported immediately.
- Tables to be cleaned thoroughly after play sessions in readiness for eating.
- Children are encouraged to be involved in cleaning and packing away.



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- All rooms will be checked daily for adequate ventilation, lighting and cleanliness.

## *Outdoor Safety*

- Staff will complete the 'Daily Playground Checklist' form to ensure the playground is safe and clear of hazards.
- Equipment will be checked regularly for faults and withdrawn from use if necessary. Management will be informed of damaged equipment both verbally and via the 'director's report' each Friday, so required maintenance can be organised.
- Experiences will be set up so potential hazards are minimized and with supervision requirements and sun protection factors in mind.
- Inappropriate or dangerous behaviours such as running on cemented areas, throwing of sand or toys etc will be discouraged.

Risk assessments are completed for a variety of circumstances such as first aid, excursions, the physical environment, medical conditions and other experiences.

## **Statutory legislation and considerations**

*Education and Care Services Regulation 2011*

Part 4.3: Physical Environment

*National Quality Standards*

QA1 - Educational program and practice

QA2 - Children's health and safety

*Early Years Learning Framework*

Outcome 3: Children have a strong sense of wellbeing

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## **Sources**

Health and Safety Resources links - <http://www.cscentral.org.au/support/health-and-safety.html>

(Accessed October 2015)

Kidsafe Website - <http://www.kidsafensw.org/> (Accessed October 2015)

## **Links to other policies**

Anaphylaxis Policy

Arrival and Departure Policy

Child Protection Policy

Children's Transition of Education Policy

Communication and Interactions with Families Policy

Curriculum Development and Programming Policy

Custody, Access of Children and Parental Responsibility Policy

Educator Employment Policy

Educator Professional Development Policy

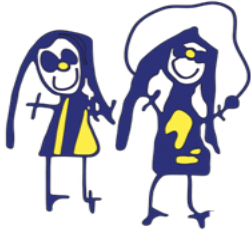
Emergencies and Evacuation Policy

Excursions and Incursions Policy

First Aid Policy

Governance and Management Policy

Guiding Children's Behaviour Policy



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Hygienic Practices Policy  
Inclusion and Cultural Diversity Policy  
Inclusion of Children with Additional Needs Policy  
Indigenous Australian Culture and Awareness Policy  
Interactions with Children Policy  
Medical Condition Policy  
Nutrition Policy  
Participation of Students and Volunteers Policy  
Physical Activity and Small Screen Policy  
Policies and Policy Review Policy  
Risk Management Policy  
Road Safety Policy  
Safe Sleep and Rest Time Policy  
Security and Lock Up Policy  
Staff Orientation and Induction Policy  
Sunsmart Sun Protection Policy  
Water Safety Policy  
Workplace Health and Safety Policy

## **Links to procedures – (Data, Cubbyhouse Originals, Cubbyhouse Manuals, Procedures)**

Bathroom Cleaning Procedure  
Dangerous Products Storage Procedure  
Emergencies and Evacuations Procedure  
Enrolment and Orientation Procedures  
Illness, First Aid and Hygiene Procedures  
Maintaining Records  
Nappy Changing and Toileting Procedures  
Opening and Closing Procedure  
Programming Guidelines  
Safe Bottle Heating and Feeding  
Safety Checks and Supervision Procedures  
Staff Development  
Staff Orientation  
Student Volunteer Orientation Procedure

## **Links to forms/ resources**

Data, Cubbyhouse Originals, Forms

- ❖ Centre Forms
  - Cleaning Schedule
  - Daily Playground Checklist
  - Cubbyhouse Cleaning Checklists
  - Risk Assessment Forms
- ❖ children's forms
  - Authorisation of collection of child/ren form



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Data, Cubbyhouse Originals, Resources

- ❖ Workplace Health and Safety
- Bathroom Supervision Plan
- Outdoor Supervision Plan

**Reviewed:** August 2008, April 2009, July 2011, Nov 2013, Oct 2014, August 2015, October 2015, January 2016