ACTIVE, ADEQUATE SUPERVISION POLICY

Policy Statement

All Insight Early Learning (IEL) employees are responsible for supervising children and ensuring their safety at all times, both at the service and on excursions. This includes adhering to Education and Care Services National Law and National Regulations.

Key Points:

- **Active Supervision:** Educators must actively supervise children, identify risks, and take steps to prevent or minimize injury.
- **Main Rule:** Only one educator should perform a task at a time; all others must supervise the children.
- **Communication:** Educators must communicate and collaborate to ensure effective supervision.
- **Age and Ability Consideration:** Supervision levels should be adjusted based on the age and abilities of the children.
- **Management Role:** Management will ensure facilities are designed to facilitate supervision while maintaining children's rights and dignity.
- Transitions of children across environments
- Service Specific requirements

Policy Background

Supervision is a fundamental element of quality education and care. It protects children from potential harm or hazards during play, interactions and daily routines. Effective supervision not only ensures safety but also allows educators to engage meaningfully in children's learning and development

Policy Scope

The policy applies to all employees, management, Approved Provider, Nominated Supervisor, responsible person and educators at the service, including children, visitors, volunteers and family members.

Legislative Requirements

Education and Care National Law	
Section	**Description**
165	Offence to inadequately supervise children
167	Offence relating to protection of children from harm and hazards
174	Offence to fail to notify certain information to Regulatory Authority
Education and Care National Regulations	
Regulation	**Description**
101 (2)(F)	Supervision during excursions.
115	Premises designed to facilitate supervision
168(2)(H)	Policies and procedures are required in relation to providing a child safe environment
176	Timeframes for notifying certain information to the Regulatory Authority.

DOCUMENT CONTROL					
Policy Title	ACTIVE, ADEQUATE SUPERVISION POLICY				
Document Owner	Taylor Rhodes		**Document Author**	Angela Dorrian	
Date Published	01/04/2026	**Document Version**	V2.1	**Revision Due Date**	01/04/2027

National Quality Standard (NQS)

QA2 - Safety		
2.2	Safety	Each Child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

Definition

ACTIVE SUPERVISION: Educators are alert and aware of risks and hazards and the potential for accidents and injury, not only in their immediate location but also throughout the service. Educators are conscious of the physical environment and be attuned to the needs of individual children to provide effective supervision. (ACECQA) Click here

DUTY OF CARE: A duty of care is a legal obligation placed on individuals and organisation to take reasonable care of a person who may be affected by their activities.

IMPLEMENTATION: IEL Leadership team are to ensure that the premises and facilities are designed and maintained to facilitate supervision of children while maintaining their rights and dignity.

EFFECTIVE SUPERVISION: Effective supervision requires educators to balance being actively involved with children and observing children's play. Educators can't merely 'stand back and watch' they must be interacting, observing, and actively engaged in children's play as appropriate to the individual situation. Insight's Supervision Rule: Supervision is our highest priority and should take precedence of all other tasks/jobs.

NOTIFICATION TO THE REGULATORY AUTHORITY: Under the Education and Care Services National law and Regulations, regulatory authorities will be notified of any serious incidents or complaints alleging compromise of children's safety, health, or well-being due to supervision within 24 hours of the incident or when the person becomes aware of the incident or complaint.

IEL will notify the Regulatory authority when:

- A child is missing or cannot be accounted for
- A child is mistakenly locked in or out of the care service premises
- Inadequate supervision of children is identified or reported

Families will be informed as soon as practicable, but within 24 hours, if their child is involved in a serious incident/situation at the service and will be recorded on the incident, Injury, Trauma and Illness Record

RISK ASSESSMENTS: Educators to conduct risk assessments to determine an approach to supervision, taking into consideration the environment, the children, and the context of the activities they participate in. Risk assessments allow educators to determine the level of supervision required for different situations and recognize that activities involving risk may require closer supervision. Additionally, it is crucial to consider how children's agency is promoted.

During excursions, Transportation and regular outings, supervision will be based on a risk assessment that takes into account the minimum requirement for each age group. Supervision during excursions, outings and the use of transport will be in line with the Excursions, Community, Visitor and regular outings policy and the Safe Transportation Policy. All risk assessments will clearly outline any supervision risk and how children will be adequately supervised during excursions, transportation and regular outings.

SUPERVISION PLANS: Supervision plans will be implemented and updated regularly as part of the educator's reflective practice and information gathered, as well as whenever significant room furniture re-arrangements are carried out. These plans will be displayed in outdoor and indoor environments, to ensure that all educators are aware of the supervision arrangements.

DOCUMENT CONTROL					
Policy Title	ACTIVE, ADEQUATE SUPERVISION POLICY				
Document Owner	Taylor Rhodes		**Document Author**	Taylor Rhodes	
Date Published	01/04/2026	**Document Version**	V2.1	**Revision Due Date**	01/04/2027

HEAD COUNTS: Counting children supports educators' understanding of who is in the classroom and helps keep track of children. Headcounts must be undertaken regularly, the frequency of these must meet the individual needs of the classroom and should occur every time there are changes/transitions to the group. In some circumstances, it may be necessary to introduce additional checks to ensure that children are not left attended to and unaccounted for. At all times, educators SHOULD be aware of the number of children present in their classroom.

SUPERVISION AUDIT PROCESS: Supervision audits are conducted to assess our supervision practices and compliance with our active, adequate supervision policy. The leadership team or area manager carries out these audits. Upon identifying any matters during a supervision audit, the management team will communicate these findings to the whole team or individuals responsible for the area under audit. Immediate action may be required to address critical issues or risks. Employees and stakeholders are encouraged to report supervision concerns to the management team.

ADHERENCE TO POLICY: Employees are responsible to adhere to this policy at all times..

DOCUMENT CONTROL					
Policy Title	ACTIVE, ADEQUATE SUPERVISION POLICY				
Document Owner	Taylor Rhodes		**Document Author**	Taylor Rhodes	
Date Published	01/04/2026	**Document Version**	V2.1	**Revision Due Date**	01/04/2027