Playford
Primary School
excellence & empowerment

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SUPERVISION POLICY AND PROCEDURES

"Children need safe and secure environments to thrive in their life and learning. Effective supervision is integral to creating environments that are safe and responsive to the needs of all children. It also helps to protect children from hazards or harm that may arise from their play and daily routines. Effective supervision also allows educators to engage in meaningful interactions with children." (ACECQA, 2025).

PURPOSE

Playford Primary Out of School Hours Care (OSHC) educators have a duty of care to ensure children are actively supervised at all times, maintaining a safe and secure environment adhering to Education and Care National Law and Education and Care Services National Regulations. Supervision for children in OSHC requires educators to cater for a wide range of ages and abilities and requires flexibility and organisation to ensure thoughtful design and arrangement of children's environments, assists in the prevention and severity of injury to children. Effective supervision of children provides educators with the opportunity to support and build on younger children's play experiences whilst supporting older children's independence.

Educators will actively supervise children, identify risks and take all necessary steps to prevent or minimise injury in a range of situations including, transitioning children between school and the Out of School Hours Care (OSHC) Service and whilst transporting children to and from the OSHC Service. Effective supervision of children provides educators with the opportunity to support and build on children's play experiences.

We believe that children's safety, rights, and best interests are the paramount consideration for all Service operations, decisions and functions. Playford Primary OSHC Service ensures that child safety, wellbeing and best interests take priority over all other considerations, including financial interests or other obligations of management, and are embedded in our daily practices, policies and procedures.

SCOPE

This policy applies to children, families, educators, approved provider, nominated supervisor, responsible person, volunteers and visitors of the OSHC Service.

IMPLEMENTATION

Playford Primary OSHC Service caters for children of different ages and abilities requiring educators to consider a variety of different supervision strategies. Younger children require closer supervision, whilst educators need to be respectful of older children's developing independence and autonomy.

In all environments, adequate supervision means:

- that an educator can respond immediately to a child
- knowing where children are at all times and monitoring their activities actively and diligently
- educators using different skills when supervising and engaging with children- monitoring changes in noise and stress levels, using peripheral vision and changing position regularly
- assessing the risks in the environment and experiences children are engaged in when determining the number and positioning of educators

(Source: ACECQA, 2024).

SUPERVISION AND SAFE USE OF DIGITAL TECHNOLOGIES

Our OSHC Service recognises that the use of digital technologies and online environments presents specific supervision and child safety risks. Our OSHC Service adheres to and aligns with legislative requirements related to taking images or videos of children. Educators must ensure that the use of any digital device does not compromise their ability to supervise children at all times.

Educators must not use any personal electronic devices including mobile phones, computers/laptops, digital cameras, smart watches and other new and emerging technologies whilst supervising children.

Smart watches may be worn providing they are in flight mode and only used as a time piece.

Only OSHC Service-supplied devices may be used to capture, store or transmit images or recordings of children and only for educational purposes. Records of service-supplied devices and authorised exemptions will be monitored and maintained by the approved provider.

Educators must maintain sight and sound supervision of children when digital devices are used as part of the program. Any digital learning experience must be age-appropriate, actively supervised and aligned with the Service's *Safe Use of Digital Technologies and Online Environments Policy*.

Supervision risk assessment action plans will consider the location, purpose and supervision implications of any digital device or technology used within the Service. Any breach of expectations relating to the use of digital technologies that compromise supervision or child safety will be managed under the Code of Conduct and Child Safe Environment policies. The approved provider will regularly conduct an audit of service-supplied and service-authorised devices for appropriate access and use, including unauthorised personal accounts on devices.

THE RESPONSIBLE PERSON/MANAGEMENT WILL:

- ensure obligations under the Education and Care Services National Law and Education and Care Services National Regulations are met
- ensure educators, staff, students and volunteers have knowledge of and adhere to this policy and associated procedure
- ensure educators, staff, students and volunteers complete a comprehensive induction and ongoing professional development to build knowledge and understanding in areas such as:
    - child safe principles and practices
    - age and developmentally appropriate supervision
    - legislative requirements for supervision
    - guidance for identifying inappropriate conduct and how to respond
- ensure all new employees, students and volunteers are provided with a copy of this policy as part of their induction process
- ensure all staff, educators, management complete mandatory national child safety training and refresher training when applicable
- ensure the educator to child ratios are maintained at all times, no matter what activity the children or educators at the Service are undertaking (some jurisdictions have specific provisions that modify these ratio requirements when educators are taking short breaks and are not working directly with children)
- ensure that staff are not one on one with children in an area to support child protection protocols
- notify the regulatory authority of any serious incident or complaints alleging the safety, health or wellbeing of children has been compromised within 24 hours of the incident or the time that the person becomes aware of the incident or complaint. This includes if an ambulance was called in response (not as a precaution) to the incident, situation or event
- notify parents as soon as practicable but within 24 hours if their child is involved in a serious incident/situation at the OSHC Service or whilst under the care of the OSHC Service. Details of the incident/situation are to be recorded on the *Incident, Injury, Trauma and Illness Record*

- conduct a review of practices including an assessment for areas for improvement following:
    - a supervision related incident, such as a child being missing or unaccounted for
    - any concerns of inadequate supervision or unsafe practices,
    - misuse of digital technologies or
    - any risks to child safety
- ensure educators under eighteen years of age (18) are adequately supervised by an educator over the age of 18 at all times and are not left alone with children at any time
- ensure students, volunteers and/or visitors are never left alone with a child whilst at the OSHC Service under any circumstance
- Educator qualification requirements are met in line with South Australian OSHC legislation, including ACECQA-approved diploma and Certificate III minimum standards and National Regulations.
- The OSHC service maintains educator-to-child ratios in accordance with South Australian legislation, ensuring a minimum ratio of 1:15 for children over preschool age, as outlined in the Education and Care Services National Regulation
- ensure that all educators are aware of where children are at all times and monitor the environment closely
- ensure educators are able to respond to any situation immediately, particularly if a child is distressed or in a hazardous situation
- develop and maintain rosters that ensure continuity of care and adequate supervision at all times when children are in attendance at the OSHC Service including:
    - when transported to and from the OSHC Service premises as part of an excursion/outing including vacation care (see: *Delivery of Children to, and collection from Education and care service premises policy*)
    - when children are moving via external doors.
    - transitioned between the OSHC Service and school
    - during meal times to prevent and manage allergy and anaphylaxis risk
    - when children are using digital devices as part of the educational program
- ensure flexibility of supervision to provide for educators to supervise small groups of children
- guide and mentor educators to ensure a range of strategies are used to provide effective and active supervision
- respect children's age and developing independence and need for privacy when providing supervision for children in the OSHC setting
- develop, maintain and regularly review the services supervision plan and strategies which will support educators to position themselves and move around the environment to allow them to observe the maximum area possible while avoiding having their backs to children
- ensure educators avoid activities or actions that will distract them from supervision, such as speaking to other educators for long periods of time, checking Service issued electronic/digital devices or administrative tasks
- ensure educators are aware if they need to move away from children an area then they must wait until another educator replaces them
- in the event of a child missing or unaccounted for, the *Missing Child Procedure* is followed, including notification to the regulatory authority within 24 hours of a serious incident. See *Incident, Injury, Trauma and Illness Policy*
- ensure that a Risk Assessment is carried out for planned excursions. The risk assessment will consider and identify the number of educators required to ensure continuous adequate supervision throughout the excursion and during transportation.

EDUCATORS WILL:

- adopt accepted best practice to ensure they are not one on one with children in the area to support child protection protocols

- have a sound understanding of their duty of care and responsibilities in ensuring children are within a child safe environment at all times including when accessing digital technologies and online learning environments
- only use electronic devices supplied/issued and registered by the Service to take images or video of children in accordance with legislation requirements
- respond immediately to children, especially if they are distressed or in a hazardous situation
- communicate and collaborate with others to ensure the effective supervision of children within the OSHC Service
- alert responsible person and wait for a replacement if they need to leave an area for a particular reason to ensure continuous supervision of children (e.g., to obtain resources, visit the bathroom)
- adhere to a supervision plan and strategies, to position themselves in order to effectively supervise children's play.
- respect children's age and need for independence when actively supervising children in the OSHC setting- (younger children will require closer supervision than older children)
- implement vigilant supervision strategies for hygiene requirements including:
    - regular handwashing
    - cough and sneeze routines- using disposable tissues and handwashing
- in the event of a child missing or unaccounted for, ensure the *Missing Child Procedure* is followed. (See *Incident, Injury, Trauma and Illness Policy)*
- ensure students, volunteers and/or visitors are never left alone with children and is always supervised by an educator over the age of 18 years
- arrange the environment to balance supervision of children's needs depending on age, ability and activities
- ensure there is a higher emphasis on supervision for risky play opportunities and doors during arrival and departure times
- communicate with other educators any relevant information about supervising individual children to ensure their needs are met
- ensure that all children are in sight and/or hearing of educators at all times, including bathroom breaks
- ensure that hazardous equipment and chemicals are inaccessible to children
- continuously scan and look around the area to observe all the children in the vicinity.
- implement correct supervision strategies and not perform other duties while responsible for the supervision of children
- listen closely to children whilst supervising areas that may not be in a direct line of sight noticing changes in volume or tone of voice
- adhere to *Nutrition and Food Safety Policy* to provide supervision during mealtimes to prevent and manage allergy and anaphylaxis risks
- provide effective and adequate supervision when children are transported in a vehicle at all times

HEAD COUNTS

- Our service will use the attached headcount sheets for before school care, after school care, vacation care and pupil free days.
- The responsible person will nominate the educator who will be responsible for conducting head counts.
- Educators will use regular head counts as an effective supervision strategy to be aware of how many children are on site.

- Additional headcounts will be conducted as required for excursions.
- BSC – Open 6.45am, 7.00am, 8.00am, Sign out 8.30am
- ASC – Sign in 3.05pm, 3.30pm, 4.00pm, 5.00pm, Closed 6.00pm
- Vacation Care – Open 6.45am, 8.30am, 10.30am, 1.30pm, 3.30pm, Closed 6.00pm
- Pupil Free Day – Open 6.45am, 8.30am, 10.30am, 1.30pm, 3.30m, Closed 6.00pm

CONSIDERATION WILL BE GIVEN TO THE DESIGN AND ARRANGEMENT OF CHILDREN'S ENVIRONMENTS TO SUPPORT DEVELOPMENTALLY AND APPROPRIATE SUPERVISION BY:

- conducting risk-assessments for activities such as toileting and Pull Up changing
- Conducting daily learning environment checklists to reduce the potential for injury or incident to children, staff, visitors and volunteers
- providing direct, constant and proximal monitoring to children undertaking activities that involve some risk and recognising when the ratio of educators to children needs to be increased- (e.g.: carpentry, water activities, climbing)
- guiding educators to make decisions about when Games and Play need to be interrupted and redirected
- supporting educators with specific strategies such as positioning, peripheral vision and monitoring children's arrival and departure from the OSHC Service
- ensuring environments are arranged to prevent educators or other adults being alone with a child
- educators are to radio when an area is reduced to four children so that the area can be assessed
- discouraging the creation of enclosed or hidden spaces (e.g. forts, cubbies or temporary structures) that limit visibility and active supervision
- prohibiting the placement of posters, coverings or materials on windows, doors or viewing panels that obstruct visibility into learning spaces.

RAISING CONCERNS AND PROTECTED DISCLOSURES

Our OSHC Service supports a culture of transparency and accountability. Any concerns relating to inadequate supervision, unsafe practices, inappropriate conduct, misuse of digital technologies or risks to children's safety and wellbeing must be reported.

Educators, staff, students, volunteers and families may raise concerns in accordance with the Service's *Child Safe Environment Policy (SA).* A person who makes a protected disclosure in good faith will be protected from any form of reprisal or detrimental action. Reports may be made confidentiality and will be managed in accordance with legislative requirements.

Supervision-related concerns raised through protected disclosure processes will be taken seriously, investigated promptly and used to inform continuous improvement and risk management.

CONTINUOUS IMPROVEMENT/REFLECTION

The *Supervision Policy* will be reviewed on an annual basis or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management and notification of any change to policies will be made to families within 14 days. Our policy, procedures and practices will be critically examined to ensure ongoing improvement to maintain and foster a child safe environment and child safe culture within our Service.

NATIONAL QUALITY STANDARDS (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND 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.

2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 2A	Paramount consideration—safety, rights and best interests of children
S. 12	Meaning of serious incident
S. 162B	Child safety training
S.165	Offence to inadequately supervise children
S.166A	Offences relating to inappropriate conduct
S.167	Offence relating to protection of children from harm and hazards
S.174	Offence to fail to notify certain information to Regulatory Authority
Part 6A	Devices in education and care services
13	Meaning of working directly with children
84A	Sleep and rest
84B	Sleep and rest policies and procedures
100	Risk assessment must be conducted before an excursion
101	Conduct of risk assessment for excursions
102C(2)(g)	Supervision during transportation
102E	Children embarking a means of transport- centre based service
102F	Children disembarking a means of transport- centre based service
115	Premises designed to facilitate supervision
120	Educators who are under 18 to be supervised
121	Application of Division 3
122	Educators must be working directly with children to be included in ratios
123 (1) (d)	Educator to child ratios-Centre based services
151	Record of educators working directly with children
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
176	Time to notify certain circumstances to Regulatory Authorities

SOURCES

Australian Children's Education & Care Quality Authority. (2025). Active Supervision: Ensuring safety and promoting learning.

Australian Children's Education & Care Quality Authority. (2025). *Active supervision in 6 steps*

Australian Children's Education & Care Quality Authority. (2026). Guide to the National Quality Framework

Australian Government Department of Education. (2022). My Time, Our Place- Framework for School Age Care in Australia. V2.0.

Early Childhood Australia (2016).

Early Childhood Australia (2016). *Code of Ethics.*

Education and Care Services National Law Act 2010

Education and Care Services National Regulations

REVIEW

POLICY REVIEWED BY	Jason Sheehy	Principal	10/08/2026
POLICY REVIEWED	10/08/2026	NEXT REVIEW DATE	10/08/2027
VERSION NUMBER	V2026.08		
			Created 09/04/2026

Attachments

Before and After School Care Daily Head Count Sheet

Vacation Care Daily Head Count Sheet

Pupil Free Day Head Count Sheet

PLAYFORD PRIMARY SCHOOL OSHC
BEFORE AND AFTER SCHOOL CARE DAILY HEAD COUNT SHEET

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Day and Date: _____

Time	Spike Numbers	Games Room	Create and Play	Activity Room	Movie Room	Blue Courts	OSHC Playground	OSHC Oval	Outside Eating Area	Total of Children	Totals Match Y/N	Signature
BEFORE SCHOOL CARE												
6.45am	OSHC OPENS 6.45AM											
7.00am												
8.00am												
8.30am		SIGN OUT FOR SCHOOL										

Day and Time	Spike Numbers	Games Room	Create and Play	Activity Room	Movie Room	Blue Courts	OSHC Playground	OSHC Oval	Outside Eating Area	Total of Children	Totals Match Y/N	Signature
AFTER SCHOOL CARE												
3.05pm		CHILDREN BOOKED IN AS PER SPIKE - SIGN IN 3.05PM										
3.30pm												
4.00pm												
5.00pm												
6.00pm		CLOSING TIME 6PM										

PLAYFORD PRIMARY SCHOOL OSHC
PUPIL FREE DAY HEAD COUNT SHEET

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Day and Date: _____

Time	Spike Numbers	Games Room	Create and Play	Activity Room	Movie Room	Blue Courts	OSHC Playground	OSHC Oval	Gym	Outside Eating Area	Total of Children	Totals Match Y/N	Signature
PUPIL FREE DAY													
6.45am	OSHC OPENS 6.45am												
8.30am													
10.30am													
1.30pm													
3.30pm													
6.00pm		CLOSING TIME 6.00PM											

PLAYFORD PRIMARY SCHOOL OSHC
VACATION CARE DAILY HEAD COUNT SHEET

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Day and Date: _____

Time	Spike Numbers	Games Room	Create and Play	Activity Room	Movie Room	Blue Courts	OSHC Playground	OSHC Oval	Gym	Outside Eating Area	Total of Children	Totals Match Y/N	Signature
VACATION CARE													
6.45am	OSHC OPENS 6.45am												
8.30am													
10.30am													
1.30pm													
3.30pm													
6.00pm		CLOSING TIME 6.00PM											