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## Child Supervision Policy

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### 1. CHILD SUPERVISION POLICY

### 2. INTRODUCTION

Life Skills & Adventures seeks to ensure the safety and wellbeing of children in care at our camps at all times. Our programs will ensure we meet the legislative requirements in terms of quality and supervision. The Supervision Policy has been developed to guide all staff on the requirements that need to be implemented during a Life Skills & Adventure's camp.

### 3. POLICY

To ensure that Life Skills & Adventures maintains the safety and wellbeing of children in our care at every camp at all times by enforcing a supervision policy.

Staff will receive training and education on the policy guidelines which include the following processes

1. Staff will comply with educator/carer ratios as outlined by the Education and Care Services Regulations.
2. At all times there will be a maximum staff to child ratio of 1:5 based on the total number of children in attendance at the centre.
3. Staffing within the camp will be based on staff qualifications and experience. A staff member who has completed the relevant qualifications and experience may work at a ratio of 1:5, where a staff member still undertaking their relevant studies may work at a ratio of 1:1. These ratios may take affect where different activities appeal to different group sizes whilst at the camp, however there will be maximum 1:5 ratio for the total number of children in attendance at all times.
4. Staff will comply with camp leader ratios when on excursions as per activity risk assessments and work at a ratio of between 1:1 and 1:5 on all camp days.
5. Staff will ensure that all play areas are always appropriately supervised.
6. Staff will educate the children at the camp of the boundaries, and enforce the guidelines of supervision for each day of operation.
7. Staff will ensure children's supervision is appropriate to their stage of development, age and protects their safety and wellbeing at all times. Staff will join in the children's play and encourage them to try new challenges as appropriate. Children will be regularly trained on safety procedures for play equipment.
8. Children will always be within sight or sound of staff members, and regularly educated on the guidelines of these procedures.
9. Staff are required to position themselves in the play areas that allows for maximum supervision.
10. Students and volunteers or staff under 18 years of age will not be left to supervise children alone.
11. Staff will familiarise themselves of the number of children in their care at all times, and will communicate with each other when coming or going from a play area.
12. Staff will ensure that when taking breaks another staff member is able to take their position of supervisor in their designated area, or move the children to an area that is appropriately staffed for supervision.

13. Staff will be aware of activities and experiences that require extra supervision, e.g. water play, cooking, eating & drinking, etc.
14. Staff will be aware of places that require extra supervision and position themselves to minimise danger, E.g. program and sports equipment, change rooms, toilet areas, etc., and in particular ensure that the Toileting Policy is enforced at all times.
15. Staff member supervising water play activities are required to be over the age of 18 years.
16. Staff will closely monitor children who are unwell.
17. Regular emergency drills will be undertaken to ensure that staff and children become familiar with the procedures.

#### 4. DEFINITIONS

**Appropriate supervision-** “Knowing where the child is at all times, direct and constant monitoring by the staff member within close proximity.

“Whenever children are being cared for, staff will need to make decisions throughout the day about where they are best placed to adequately supervise each child”.-

Victorian children’s services legislation 1 Supervision Practice Note 12 | May 2010 Updated September 2012 - DEECD

#### 5. SCOPE

This policy applies to Life Skills & Adventures operations and has coverage over all children’s programs regulated by the National Quality Standard Framework.

## 6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Company Director(s)	Ensure the procedures are compliant to the regulations Implement training/education for staff
Camp Leaders	Ensure compliance to policy in program delivery. Attend training sessions and ensure the policy is implemented during your shift.

## 7. MONITORING, EVALUATION AND REVIEW

LSA will monitor the implementation of the policy during camps. Staff who breach the policy will be counselled as to the correct procedure. Failure to comply may result in disciplinary action. This policy will be reviewed on a three-year basis by the Senior Management Team.

## 8. SUPPORTING DOCUMENTS

Safeguarding Children and Young People Policy  
National Early Years Learning Framework  
Victorian Early Years Learning and Development Framework  
The Convention on the Rights of the Child

### RELEVANT POLICY:

LSA's Occupational Health and Safety Policy  
Children's Services Regulations 2009:

- Child staff ratios (R 54)
- Minimum staff requirements (R 50)
- Minimum training (R 60)
- Staff members to have first aid and anaphylaxis management training (R 63)
- Emergency procedures (R 76)

Children's Services Act 1996:

- Protection of children from hazards (section 26)
- Inadequate supervision of children (section 27)

### RELEVANT REGULATIONS

Education and Care Services Regulations 2011  
Children's Services Regulations 2009

### RELEVANT ACT

Children's Services Act 1996: