



Child Supervision Policy

Purpose

Beautiful Horizons ELC is committed to:

- the provision of a safe and secure environment for all children at services administered by Beautiful Horizons ELC
- adequate supervision of all enrolled children is maintained at all times.
- ensuring all children are directly and actively supervised by teachers and volunteers during all activities outdoor and indoor.

Definitions

Supervision - the action of supervising someone or something.

Policy statement

We entail children (individuals and groups) supervision in all areas of the nursery, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines. At the nursery we comply with the requirements for educator-to-child ratios at all times. We contribute to protecting children from hazards that may emerge in play, including hazards created by the equipment used. Constant, active and diligent supervision of every child is a regular practice of the nursery staff. Teachers are always in a position to observe each child, respond to individual needs, and immediately intervene if necessary. Variables affecting supervision levels include:

- number, age and abilities of children
- number and positioning of the teachers
- current activity of each child
- areas in which the children are engaged in an activity (visibility and accessibility)
- developmental profile of each child and of the group of children
- need for educators to move between areas (effective communication strategies).

Attendance Record: Daily attendance record is kept of each child attending the nursery including name, pick up and drop off time. Name and contact details of the person authorized for collecting the child. In case of absence the parent is contacted to know the reason for absence.



[Street Address], [City, ST Zip Code]

[Telephone]

[Email]



Staff Awareness Staff members are trained and informed against harm and all reasonable foreseeable risk of injury.

Hazard: Awareness of a source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

Incident, Injury, Trauma and Illness Record: We maintain details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for. Any incident, injury, trauma or illness must be recorded soon after the occurrence. Details required include the:

- name and age of the child
- circumstances leading to the incident, injury, trauma or illness (including any symptoms)
- time and date
- details of action taken by the nursery including any medication administered, first aid provided, or medical personnel contacted
- details of teacher or the staff in charge
- names of any person (parent or guardian) the nursery notified or attempted to notify, and the time and date of this
- signature of the person making the entry, and time and date of this.
- Parents are informed if the child is suffering for any kind of illness.
- Medical consent form is filled in maintained in case any kind of medication has to be administered.

Risk assessment

Risk assessment forms are updated on daily basis to ensure that all potential hazards are under check. This is done by the teachers on daily basis.

Parents/guardians are responsible for:

- ensuring that the concerned staff is aware that their children have arrived or departed
- ensuring that doors and gates, including playground gates, are closed after entry or exit
- being aware of the movement of other children near gates and doors when entering or exiting the service
- arrange to meet the teachers after nursery hours only enabling teachers to supervise children at all times.
- supervising their own children before enrolling them into the nursery and if they are not enrolled at the nursery.
- supervising other children in their care, including siblings, while visiting the nursery.

Implementation and documents

Please refer to the following documents to ensure the effective implementation of the policy:

- Risk Assessment Form



[Street Address], [City, ST Zip Code]

[Telephone]

[Email]

