

EDUCATORS - SUPERVISION

POLICY

Educators have a duty to provide effective supervision at all times they have children in their care. This includes responsibility for supervision indoors, outdoors, in vehicles and other transport and on outings and excursions. There is a need for Educators to complete a risk assessment for each excursion, obtain signed consent from parents and supervise the children in their care closely, while allowing them opportunities for "safe" exploration and challenging experiences.

PROCEDURE

1. The Educator shall be responsible for the effective supervision of children at all times they are attending the Family Day Care service provided by the Educator.
2. The Educator will complete a risk assessment for each excursion outside the Family Day Care home. Routine excursions eg library trips, kinder/school drop offs should be reviewed at least annually, and current parent consent forms obtained. One off excursions must have a risk assessment completed and all parents must sign a consent form which details the time, destination, duration and purpose of the excursion.