
	Management Area: Children's Services	Version No: 4.0 Pages: 7
	Category of Procedure: Operational	Approval Date: 11/11/2024 Procedure Approver: Head of Children's Services
Procedure Title: Supervision Procedure		Author: Head of Children's Services

YMCA SOUTH AUSTRALIA

Supervision Procedure

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1. Purpose

Children must be actively supervised at all times to ensure children's services environments are safe and responsive to children's individual and group needs. Supervision can prevent and reduce accidents through early detection of potential hazards and allow educators to interact meaningfully with and respond to the children.

It is important to regularly assess supervision practices to increase educator's awareness of their duty of care and to continuously improve supervision practices. This includes:

- Ensuring children are supervised at all times.
- Engaging and interacting with children as much as possible in a positive way.
- Use supervision to reduce or prevent injury and incidents.
- Make decisions about when a child's play needs to be redirected.

2. Scope

The scope of this procedure applies to all Board members, Sub Committee members, educators, and volunteers. This procedure applies to all YMCA Member Associations. For the purposes of this document, we refer to these as the YMCA. All Policies and Procedures must conform to this procedure.

3. Procedures

Supervision Requirements

YMCA South Australia requires all educators to actively supervised at all times and adhered to legal ratios. They must be able to see and /or hear all children at all times and for the sites to be designed and utilised with this in mind. For ELC, children must be within site at all times.


It is important for educators to be engaging with children, encouraging play and activities whilst continuing to monitor behaviour. This will allow the anticipation of potential issues and resolving these issues prior to them escalating.

Personal Phone Use

Mobile phones must be turned off at all times while working and must not be worn on the person or around the children.

Use of personal mobile phones or other hand held devices to take photographs or videos or children in the care of the YMCA is prohibited as per the Code of Conduct.

The YMCA recognises that employees have domestic and personal responsibilities, however it is expected that these are not conducted during session time but during breaks or out of work hours.

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Positioning of Educators

Each service will have different requirements for the positioning of educators depending on the spaces available, number of educators rostered at any one time and the types of activities planned. Each service will provide as an appendix to this procedure a map of the inside and outside areas with recommended places for educators to position themselves for the best supervision capacity. If there are areas that are out of bounds or difficult to monitor with the number of educators or children, then the boundaries and open areas are to be made very clear at the beginning of the session.

Sign In / Sign Out Procedures (Responsible Person Role)

All children must be signed in and out of the service via the iPad by the legal guardian or person authorised on the child's enrolment form.

For OSHC, educators will sign children out of the Before School Care (BSC) session upon their release to the school and sign the children into the After School Care (ASC) session each afternoon as they arrive at the YMCA OSHC program room.

Children must be signed in and out of BSC, ASC and VAC sessions by a parent/guardian over 18 years of age unless an indemnity form has been signed by the parent/guardian. A risk assessment will be completed by the OSHC Director in conjunction with the parent/guardian before the indemnity form being completed and will not be allowed if the risk is deemed too high.

The Responsible Person (RP) at each session is responsible for ensuring all children have been signed-in and are present at the service by double-checking the roll with a headcount. If a child is on the roll and not signed in and has not attended the service it is the RP's duty to check with the school for attendance on the day, call the parent/guardian and record actions taken to ascertain the child's whereabouts and ensure they are safe before marking them as absent.

Pick Up and Drop Off of Children – OSHC only


Services may differ in requirements for pick up and drop off children to and from the school per the Licence Service Agreement (LSA). Generally, children in preschool and reception will be picked up / dropped off the children to and from their classrooms to the OSHC room by an OSHC Educator each session.

Individual procedures are to be determined for these groups in conjunction with the school.

Lock Up and Pack Up Procedures.

Prior to leaving an area and when moving between spaces a headcount is required to ensure the number of children moving in a group matches the number of attendances on the roll.

At the end of a session and prior to lock up the RP should check the roll to ensure all children have been signed out and the session finalised. Educators should collaborate to verify witnessing pick-up and/or call the parent/guardian to confirm. Scan all areas including potential hiding / sleeping spots i.e., tents to be completed as each area is locked.

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Daily Site Safety Check

As part of the start of the day each area needs to be inspected to identify and remove any hazards. This should include checking equipment, moving items to allow for a greater vision of the children or removing potentially hazardous items. The person conducting this check is required to sign the daily checklist as evidence of the check being completed. This is in addition to the monthly facility safety check.

Children's Toilets – OSHC only

As the children's toilets are often located in areas away from the main OSHC building, educators need to be constantly aware of children's safety when using the toilets. YMCA South Australia's expectation is for all services to have a buddy system in place wherein children will go to the toilet in pairs.

When a child tells an educator that they are needing to use the toilet, educators will remind them that they need to take a buddy and at times will choose an appropriate buddy for them. Educators must then monitor the children's absence and follow up if the children are absent for longer than anticipated.

Equipment / Cubbies

Any equipment used on a site must be inspected prior to commencement of the day. During a session it is important that children are at all times in sight and / or hearing of an educator. This may mean that the sides of the tent need to be raised during use or an educator needs to move closer to an area to be able to hear the children.


Regular Head Counts - OSHC

During the OSHC or VAC sessions head counts are to be conducted throughout the day. The head count should then be checked against the attendance on the roll. A head count is to be conducted after all transitions including moving from playground to OSHC room, recess or lunch and moving between rooms. A head count is also to be completed on handover of educators to ensure children that have been signed out are accounted for.

During excursions it is important that a roll call is conducted on leaving the service and again on boarding the bus / public transport to return to the service.

Regular Head Counts - ELC

During the sessions head counts / ratio checks are to be conducted throughout the day. The head count should then be checked against the attendance on the roll. A head count is to be conducted after all transitions including moving from different learning environments (e.g outdoors to indoors) and during higher risk activities of the day as identified in our risk assessments.

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Communication Book

Each service has a communication book for educators to use to inform each other of any issues, events, messages as well as program notes and general information. It is very important that every educator reads the communication book prior to each shift as there may be information that impact on the way you supervise the children for that session as either a whole or notes on a particular child. It will also allow for information on what areas are being used for the day or any potential hazards.

Inclusion Support Role

For any services that have children with inclusion support plans it is important that all educators are aware of the plan and the role of the support worker. If required training for all educators on the service support plan will be conducted and documented in the communication book.

Two-way radios


All services will have the use of two-way radios to ensure communication between areas and educators is efficient and effective. These radios are to be in use whenever the group is split into different areas or if educators are not within speaking distance of each other.

Family Collaboration

The YMCA values and actively encourages suggestions and input from all stakeholders, including educators, children, and parents. The YMCA is committed to the rights of stakeholders to raise all feedback and about any aspect of the operation or administration of any YMCA Children's Services.

4. Roles and Responsibilities

Department / Area	Role / Responsibility
Children's Services Management	<p>Is responsible for the development, monitoring, and review of the procedure and related systems, ensuring content meets all legislated requirements.</p> <p>To facilitate procedure awareness to all educators on the appropriate implementation and use of the procedure.</p>


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Responsible Persons	<p>YMCA nominated supervisor/ and or service management will oversee the implementation and service adherence of the procedure.</p> <p>Nominated supervisor/person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.</p> <p>Is responsible for addressing any instance of non-compliance with this procedure- and implementing strategies to help prevent non-compliance with this procedure.</p> <p>Responsible for ensuring suitable resources and support systems to enable compliance with this procedure.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the procedure.</p>
All employees, volunteers & students	<p>Responsible for meeting the requirements outlined in this Procedure.</p> <p>Responsible for raising concerns or complaints in accordance with this Procedure.</p>

5. Definitions

Active Supervision

A process that demands not only the constant visual and mental awareness of the children and their actions but also a proactive approach to the creation and maintenance of a safe and healthy work environment at all times. It requires knowledge of the children's personalities and tendencies and demands engagement with the children, their environment, and the events that occur within that space.

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Nominated Supervisor

All services must have a nominated supervisor. As part of the application for service approval, an Approved Provider must identify the Nominated Supervisor for the service. The Nominated Supervisor is the person with responsibility for the day-to-day management of the service.

Responsible Person

Must be a person who holds a letter of agreement with the organisation to perform the role of responsible person. An educator with experience at the services and good knowledge of the children and service may consent to be placed in day-to-day charge of the service. The designation must be made by the Approved Provider or the Nominated Supervisor and accepted in writing by the Responsible Person.

6. Key Relevant Documents

- YMCA of South Australia Interactions with Children Policy
- Supervision Maps

7. Monitoring Evaluation and Review

This procedure will be reviewed every two years or earlier for reasonable cause or upon the request of the YMCA South Australia Board.

8. Version History

Version	Date	Description of changes	Effective Date	Review Date
2.0	04/08/2023	Reviewed and updated.		
3.0	11/11/2024	Updated to include personal phone use expectation.	11/11/2024	11/11/2026
4.0	26/05/2025	Added ELC specific approach.	26/05/2025	May 2027