



**Y WA**

# **SUPERVISION OF CHILDREN PROCEDURE**

## **FDC**

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<b>Business Division Owner</b>	Education Youth and Leisure (EYL)		
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v6.0	EM EYL	24/07/2024	07/08/2024



## VERSION CONTROL

Version	Description of Revision	Date Effective	Owner
V3.0		17/10/2016	EM SD
V4.0	Moved to current template Restructured	22/11/2018	EM SD
V4.1	Updated to reflect required roll calls	06/12/2018	EM SD
V5.0	Service Supervision Plan	19/10/2020	EM SD
V6.0	<p>Reformatted</p> <p>Policy and procedure are separated into three documents</p> <p>EYL-ELCOSHCFDC-04-16-POLv6</p> <p>EYL-ELCOSHCFDC-04-16-PRODv6</p> <p>EYL-FDC-04-16-PRODv6</p> <p>Replaces</p> <p>YMCA WA Supervision of Children Procedure SD-ELCOSHCFDC-04-16-PROD v5.0</p> <p>YMCA WA Supervision Procedure Early Education SD-FRC-04-02-PROD</p> <p>The following points were added:</p> <ul style="list-style-type: none"> <li>• Reg changes December 1, 2023, staff must be able to see each other while supervising children.</li> <li>• Educators not to use personal devices to take images of children.</li> <li>• Ratio information</li> </ul> <p>Checked for Xplor implementation</p> <p>Definitions updated.</p> <p>Trampolines added to FDC procedure.</p>	07/08/2024	EM EYL

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## 1 PRINCIPLES

This procedure should be read with the *Y WA Supervision of Children and Young People Policy ELCOSCHFDC*.

In a family day care service, the children may be of various ages so different levels of supervision may be required in response to each child's developmental needs.

The Family Day Care Educator will directly supervise children at mealtimes.

Educators will employ "active supervision strategies within the FDC environment and when transporting children. The Family Day Care Educator will arrange play areas to ensure children can be effectively supervised.

The Family Day Care Educator will foster children's independence and competence by supporting children to undertake activities that may challenge them and/or involve risk taking. However, the Family Day Care Educator will intervene if necessary and where possible to prevent harm.

The Family Day Care Educator will develop a routine to support the supervision and safety of children during the delivery and collection times. The Family Day Care Educator is responsible for the supervision of children from the time the parent signs the child into care until the time the parent signs the child out of care.

## 2 SUPERVISION PLAN

Children may also play in different parts of the family day care premises so the FDC Educator will need to address in the *Premises Risk Assessment* how children will be effectively supervised when out of line of sight.

The Premises Risk Assessment that is created with Y Service Staff and reviewed annually will be adjusted for supervision if there are any children who require extra supervision

Educators complete Supervision questionnaire training annually. Risk Assessment will be adjusted for supervision if there are any children who require extra supervision

### 3 HEADCOUNTS AND ROLL CALLS

Formal head counts and roll calls do not occur in FDC, however attendance is monitored and recorded.

Head counts are conducted during excursions (See also *Y WA Excursion Policy FDC*).

### 4 FDC RATIO REQUIREMENTS

- 1:7 educator to child ratio
- Maximum of four children preschool age or under.
- Ratio includes the educator's own children younger than 13 years of age if there is no other adult to care for them.

### 5 TRAMPOLINES/Mini Trampolines

Direct adult supervision must be provided at all times while the trampoline is in use.

Trampolines must comply with the Australian Trampoline Standard. AS4989:2015

Trampolines above ground must be installed according to the manufacturer's guidelines.

It is recommended that only 1 child is on the trampoline at any time. Other children must be at a safe distance from the trampoline when the trampoline is in use.

Safety pads must be in place around the trampoline side springs. The trampoline is only used on a flat surface.

If the Family Day Care Educator has a trampoline but chooses not to use the trampoline, it is suggested that the trampoline remain upright on its legs.