



## 4.02 Supervision of Children Policy

Practice Standard linked to:

### Purpose

This policy aims to ensure that children are correctly supervised while under the care of Muddy Puddles. For a child with a disability, the standard of care requires a child-centred, individualised approach to supervision, and that the known characteristics of each child's behaviour or physical limitations guide the reasonableness of supervision.

### Scope

This policy covers the following with regard to supervision:

- duty of care (ensuring safety and comfort)
- achieving development goals
- on Muddy Puddles premises and externally.

### References

[NDIS Practice Standards](#)

### Related policies

Duty of Care Policy  
Physical Environment Policy

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### Key Actions (detailed below)

1. Be guided by each child's behaviour and abilities.
2. Ensure at least two adults are present at all times, one of which must be a Muddy Puddles employee or contractor (not a volunteer).
3. Determine supervisory needs for external activities in conjunction with an Environmental Assessment Report.

## Duty of Care

Correct supervision of children is a duty of care issue in that it helps to protect children from hazards or harm that may arise in their play and daily routines. Adequate supervision means that at least one capable adult can respond immediately if a child is distressed or in a hazardous situation, while ensuring that the other children are still supervised.

The number of adults required to be present will vary depending on the number of children, but whenever possible there must be a minimum of two adults present at all times. At least one adult must be a Muddy Puddles employee or contractor with appropriate training (Lead Supervisor). The second adult may be a volunteer, an external provider of services such as occupational therapist, or a parent/carer.

If having more than one adult present is not practical, such as when transporting children to and from an activity, it is essential that the Key Contact and the parents/carers are aware of and have given approval for this to occur.

If services are being provided to a child at times when no other people are present in the Centre, such as at weekends or late afternoon, at least one parent/carer **MUST** remain in the building with the child and the service provider. For the safety of both the child and the service provider, services are not to be delivered if this condition cannot be met.

The ratio of adults to children is to be determined by a senior team member such as the Key Contact, and will depend on the abilities and behaviours of the children and the activity being undertaken. Children with challenging or disruptive behaviours may need one-on-one supervision, while for others group supervision may be suitable. Additional supervision may also be required if services are being delivered away from the Centre.

Parents/carers are to be advised that prior to joining any group or outreach activities, a period of observation will be undertaken for each child, either at the Centre or at home, to determine the level of need. For high-needs children, a specific supervision plan must be determined by the Key Contact in consultation with the parent/carer and recorded in the case notes.

Every child must always be monitored actively and diligently. This means:

- knowing where children are at all times
- watching for risky behaviours
- monitoring for medical conditions (such as seizures or allergies)
- being aware of potential for discomfort (such as excessive heat or nappy change).

## Achieving Development Goals

Effective supervision also requires Muddy Puddles team members to be actively involved in supporting children to progress towards their individual goals. The Key Contact will identify suitable activities for each child according to their service plan and case notes, and guide other team members appropriately.



## External Premises

Supervision of activities provided by Suppliers on external premises must be guided by the level of risk identified in an external Environmental Assessment Report (See Physical Environment Policy). As a minimum, at least one Muddy Puddles employee (ie: not a volunteer) must be present at all times, as well as an adult in charge of the external activity, such as a sports coach.

## Versions and approval

<b>Version</b>	<b>Change</b>	<b>Approved by</b>	<b>Date Approved</b>	<b>Review Date</b>
V2.0	New template; align to NDIS Practice Standards; more flexibility if unable to have 2 adults present	Board	July 2019	July 2021
V1.1		Board Chair	June 2018	June 2019
V1.0		Board Chair	May 2017	May 2018

