



POLICY

Document Name:	CELC 2.2 Supervision and Educator Ratios
Approved By:	Chris Warner – Director
Approval Date:	16/09/2026
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Previous Approval:	New

PURPOSE

The purpose of this policy is to ensure Centacare Early Learning and Care (CELC) maintains a child-safe environment through effective staffing, educator-to-child ratios, and supervision practices. The Service is committed to protecting the safety, wellbeing, and rights of all children in accordance with the Education and Care Services National Law and Regulations, Queensland Child Safe Standards and Universal Principle and the National Principles for Child Safe Organisations. CELC recognises that adequate staffing, quality rostering, and effective supervision are essential to safeguarding children from harm and hazard. Educators are responsible for adequately supervising children, maintaining awareness of their whereabouts and activities, and ensuring risks are identified and managed to always support childrens safety and wellbeing.

SCOPE AND AWARENESS

This policy applies to the Approved Provider, Nominated Supervisor, Responsible Persons, Educational Leader, educators, staff, volunteers, students, contractors, families, and visitors. CELC will ensure all relevant stakeholders are aware of and understand their responsibilities in relation to staffing, educator-to-child ratios, supervision, and child safety through induction, training, ongoing communication, and access to this policy and the accompanying procedure.

The policy applies at all times children are being educated and cared for by a CELC Service, including during excursions, regular outings, transportation, and all service-related activities. CELC promotes a culture of shared responsibility for child safety and wellbeing and will regularly review and communicate policy updates to support compliance with legislative and best practice requirements.

DEFINITION

Supervision of children:	Knowing and accounting for, the activity and whereabouts of each child in care and the proximity of educators to children at all times to ensure the immediate intervention of educators to safeguard a child from risk of harm
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DOCUMENT REFERENCE	VERSION	STATUS	APPROVAL DATE	REVIEW CYCLE	REVIEW DUE DATE	PAGE 1 3
CELC 2.2 Supervision and Educator Ratios	1.0	APPROVED	16/09/2026	TWO YEARLY	16/09/2028	

POLICY STATEMENT

CELC is dedicated to maintaining the highest standards of child safety and wellbeing for all children in our care. This commitment is underpinned by our adherence to the *Education and Care Services National Law and Regulations*, *Queensland Child Safe Standards and Universal Principle* and the *National Principles for Child Safe Organisations* and embedded in practices related to staffing, supervision, and risk management.

CELC understands that adequate staffing and appropriate educator-to-child ratios are fundamental to ensuring child safety and effective supervision. Therefore, sound planning and a commitment to quality rostering ensures that educator-to-child ratios are consistently maintained. Consideration is continually given to the nature of activities undertaken, the ages and abilities of the children and any additional or specific needs that the children may have.

CELC acknowledges that effective supervision is paramount to ensure the safety and wellbeing of all children is upheld. All educators are expected to take a proactive approach to ensure the adequate and appropriate observation of children whilst participating in the service's program, knowing and accounting for the activity and whereabouts of each child in care and the proximity of educators to children at all times to safeguard a child from risk of harm.

COMPLIANCE

This Policy should be read in conjunction with applicable legislation, regulations, standards, public health directives, and organisational policies and procedures, including:

- [National Quality Framework Education and Care Services National Law](#)
 - Section 165 - Offence to inadequately supervise children
 - Section 167 - Offence relating to protection of children from harm and hazards
 - Section 174 - Offence to fail to notify certain information to Regulatory Authority
- [Education and Care Services National Regulations:](#)
 - Regulation 13 - Meaning of working directly with children
 - Regulation 115 - Premises designed to facilitate supervision
 - Regulation 122 - Educators must be working directly with children to be included in ratios
 - Regulation 123 - Educator to child ratios—centre-based services
 - Regulation 136 - First aid qualifications
 - Regulation 168 - Education and care service must have policies and procedures
 - Regulation 170 - Policies and procedures to be followed
 - Regulation 171 - Policies and procedures to be kept available
 - Regulation 176 - Timeframes for notifying certain information to the Regulatory Authority

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- Regulation 299 - General qualification requirements for educators—children over preschool age
- [National Quality and Standard for Early Childhood Education and Care](#)
 - Quality Area 1 – Educational program and practice
 - Quality Area 2 – Children’s health and safety
 - Quality Area 4 – Staffing arrangements
 - Quality Area 7 – Governance and leadership
- [Child Protection Act 1999 \(Qld\)](#)
- Queensland Government [Statement of Shared Commitment](#)
- [National Principles | Child Safe Organisations](#)
- [Child Safe Standards | Queensland Family and Child Commission](#)
- [ACECQA](#)

BREACHES OF THIS POLICY

Any individual found to have breached the requirements of this policy may be subject to disciplinary action. The nature of the action taken will depend on the severity and circumstances of the breach and may include, but is not limited to, a formal warning recorded on the individual's personnel file, suspension, or dismissal in cases of serious misconduct.

REVIEW PROCESS

This policy will be reviewed whenever there are changes to relevant legislation, regulations, standards, or recognised best practice guidelines, and otherwise in accordance with the Approved Providers policy review schedule.

The review process will be informed by:

- The effectiveness and practical implementation of policies and procedures
- Feedback and consultation with employees and other relevant stakeholders
- Findings from Quality Management Review processes and associated Corrective Action Plans
- Outcomes of internal and external audits, inspections and compliance assessments, along with any identified risks, incidents, trends, or opportunities for continuous improvement

DOCUMENT REFERENCE	VERSION	STATUS	APPROVAL DATE	REVIEW CYCLE	REVIEW DUE DATE	PAGE 3 3
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