



# SUPERVISION POLICIES AND PROCEDURES

## WHAT IS DIFFERENT?

Supervision is specifically addressed in the CNCR (5-6a). Required supervision differs according to the ages and abilities of the children receiving care. Consideration is also to be given to the children's ability to communicate and familiarity with the environment. In the NLCR, supervision was specifically mentioned only in relation to the duties of the lead childminders and childminders. In the OCCR, the section on supervision relates to the number of staff on duty. The new requirements also state that a child in the CNC space is always supervised by a CNC staff member or his or her own parent.

## WHY IS IT IMPORTANT?

Supervision of children is one of the most important elements in risk management. It is not difficult to say "children must be supervised at all times," but explaining that statement can be challenging. It must be recognized that while it is important to provide supervision, it is also necessary to provide opportunities for children to explore their world and become independent.

## IMPLEMENTATION

To ensure you have procedures that support a balanced approach to supervision and child-centred programming requires careful consideration. Work with staff and consider:

- The ages of the children in your programs
- In what types of situations has supervision been easy or difficult for staff?
- How will you manage the balance between supervision and independence?
- How will staff balancing the need to supervise all children with the demands of specific children or tasks. Because an accident or negative event can happen "in an instant," it is important to think about what supervision means and ensure that the children are as safe as possible at all times.
- There are differing levels of supervision required with different age groups and depending on



the activities children are participating in.

Use the sample provided to guide you in developing a policy or statement that you will use to guide supervision and decision-making. (See Supporting Documents for a sample to guide you.)

After identifying your policies in this area, you can work with staff to develop related procedures. Procedures are more detailed than policies. Consider reviewing procedures after a reasonable amount of time and encourage staff to tell you about supervision challenges. Procedures can be revised as necessary.

When policies and procedures are in place, ensure that all staff have a similar understanding of supervision and know how to respond when supervision issues arise.

## **SUPPORTING DOCUMENTS**

- Ensuring a High Quality, Child-Centred CNC Program

## **REQUIREMENTS**

### **5-6 STAFF INTERACTIONS WITH CHILDREN**

#### **Supervision of Children**

- a. CNC program develops and follows written policies and procedures for the supervision of children, so that
  2. Supervision is provided in a manner that is appropriate to each child's age and abilities, taking into consideration the child's ability to communicate and familiarity with the environment.
  3. A child in the CNC space is always supervised by a CNC staff member or by his or her own parent.