



## Supervision Risk Assessment

### Lapstone Activity Centre

**Risk Rating Key**

**!! Very High**

**! High Risk**

**# Medium Risk**

**\* Low Risk**

- Identified Hazard –**
- Low line (waist high) school fence
  - Utilising other areas within the school, such as the oval, adventure playground and hall
  - Spaces in the indoor environment with doors, or for staff only
  - Staffing right on ratio- no additional staff
  - Places that could be used by children to hide- such as an open classroom/toilets/behind larger trees/ shed etc.

Risk	Control Measure
<p><b>!!</b> Children climbing over fence and leaving the service</p>	<ul style="list-style-type: none"> <li>• Staff stationed in that area (close to fence) of the environment during afternoon sessions when children are in the outdoor area- documented on supervision chart each day</li> <li>• Staff stationed at the gate during transition times- such as pack away time to ensure children cannot leave</li> <li>• Out of bounds areas updated to bring forward out of bounds near fence/gate</li> <li>• If we are in different areas of the school, and children require the toilet/ drink etc. staff will communicate with one another so that the children are seen visually transitioning from one staff member to another</li> <li>• Children will not be sent on their own to any location within the school, they will always be accompanied by an educator so a handover can be completed</li> </ul>
<p><b>!!</b> Children absconding both in school grounds and out of school grounds</p>	<ul style="list-style-type: none"> <li>• Staff stationed at specific supervision points throughout the session, one staff on floating duties to move between areas of high activity- documented on supervision chart each day</li> <li>• Out of bounds area brought in closer, so playing near the fence line is kept at a minimum</li> <li>• Staff member stationed at fence line during transition periods to ensure children do not sneak off out of the gate</li> <li>• Regular head counts conducted throughout the session</li> <li>• regular conversations with children about safety, out of bounds areas and following school and OOSH rules</li> <li>• Updating policies to reflect absconding children’s procedures</li> <li>• If staffing does not permit, do not open all areas of the outdoor environment to ensure maximum supervision is always possible (such as side area near cricket nets)</li> <li>• Clear &amp; precise responsibilities for staff in policies in relation to missing children</li> <li>• If children are identified as “flight risks” or “absconders”, staff will meet to discuss more specific strategies that will be put in place in attempts to prevent incidents, this will be documented. Parents will also be communicated with to discuss the</li> </ul>

! Children leaving the area without communicating with staff OR Children moving within different areas of the school without communicating with staff

\* Children hiding in the staff room/ office/ storeroom without communicating with staff

! Supervision of whole lac surroundings (risky play, side area etc.) is not able to be met

! Children abscond from the immediate lac environment and hide from educators

procedures if the child does abscond, but also to gain their feedback on their child's behaviour and recommended strategies the service could put in place.

- Staff will engage in regular discussions and training regarding the procedures in place for incidents, this includes if children are identified as missing whilst enrolled at the service, this will occur in regular staff meetings throughout the year, along with relevant policy review procedures
- If a group of children and educators move to a different area of the school during the session, a list of the children leaving will be made, so all educators know where each child is within the school grounds
- Staff will utilise walkie talkies to communicate when they are separated within the environment
- If children need to go to the toilet or would like to return to the oosh building a visual handover must occur between the staff member out of the oosh environment and the staff member still within the oosh environment, this is to ensure children return safely to where staff members are located
- Supervision points will be established when we move to a different area of the school to ensure maximum coverage, areas will be classed as out of bounds if appropriate supervision cannot take place.
- If a different area within the school is utilised, a minimum of two staff members must accompany the group of children, if this cant be enacted, then the movement within the school cannot take place
- Upon the return to the oosh environment an immediate headcount will take place, regardless of time & if one was only just completed
- "Staff only" signs are located on the staff room door and office to encourage children not to enter
- If this space is used by the children, it will be supervised by staff
- These areas will be checked throughout the sessions to ensure no children are hiding within these spaces
- On every occasion regarding rostering, an additional staff member will always be rostered on, meaning will be over ratio with staffing, allowing maximum supervision for the number of children in attendance
- If a staff member is sick and no replacement can be found, certain areas of the environment, such as the side area near the cricket nets or risky play, will be classed out of bounds to ensure adequate supervision can take place
- In transition times, specifically mealtimes, we will remain in the same area, weather that is indoors, or the immediate oosh backyard, to ensure the staff in attendance can stay together and supervise the whole group in the one space
- Staff to adjust practices if deemed necessary due to an on-the-spot risk assessment where its identified supervision could be at risk. This may include shutting the indoor environment for a period, so all children are in the same place and better supervision can take place.
- Staff to regularly check areas within the immediate oosh environment throughout the session for children who may be hiding- areas include, sheds, behind sheds, area between shed and cricket fence, front of oosh building (an area that is out of bounds), behind some of the bigger trees within the environment
- If at a one of the scheduled head counts, a child cannot be located, hiding places, along with the school grounds will be checked first, following this the procedure for missing children will then be followed

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