

Supervision	
Date approved by General manager and Board of Trustees	June 2024
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Compliance lead	General Manager

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OSCAR standard – Children receive competent supervision

OSCAR Standard – The service has a sufficient body of trained and competent staff to deliver and support service. Services are managed competently (including competent financial management).

1. Supervision

Children are always supervised by a minimum of two staff and are always within sight and sound of a staff member.

2. Programme Supervision/ ratio

The Centre Supervisor is responsible for ensuring that staff are rostered so that all Participants are always supervised. Participants will always be in view of staff when appropriate.

Formal attendance checks and head counts will be made regularly and often during the day. If a participant is missing; the following procedure will be followed:

- Staff will conduct a thorough search
- Parents will be contacted.
- If necessary, the police will be contacted.
- The staff/participant ratio will be as follows:

Staff Ratios

The staff/participant ratio will be as follows:

- At the Centre ratios are 2:3 or 1:1 depending on acuity.
- There will always be a minimum of two staff on duty at the programme.

3. Sight and Sound rules

It is essential that participants be within sight and sound of at least one staff member; There is a gate which lets participants into other rooms from the hall, they are not to be let out without permission from a staff member. At least one staff member is to be stationed in a particular room and cannot leave without somebody covering them, one person in the hall, outside, activity room and quiet room. All staff are to supervise their own participants during eating times.

4. Participation of staff

Staff are trained to actively engage with the participants they have been assigned. Each morning, the Centre Supervisor will brief staff on the day's activities and any client updates.

5. Maintaining staff and participant ratio

On call staff will be available if required.