

Supervisory responsibilities

Guidelines for preschool and pedagogical care

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Supervisory responsibilities for preschool and pedagogical care

The person with custody of a child has supervisory responsibility for that child. When a child is in preschool or pedagogical care, the responsibility for supervision passes from the child's guardians to the organiser – the municipality – which has ultimate responsibility for the services.

The services shall ensure that the child's needs are met, and that they are not harmed or cause harm to others.

The supervisory responsibility requires staff to be physically within sight and hearing of the child in order to be able to intervene and prevent any unwanted event from occurring.

Responsibilities of guardians

Guardians are responsible for the time during which the child is not in the preschool or pedagogical care, including travel to and from the service. Guardians are also responsible for play that takes place on the premises in conjunction with collecting or dropping off children and during family evenings.

Guardians are responsible for providing the necessary information about their child's needs to the preschool or pedagogical care provider. Staff shall be informed about who may collect the child, any allergies, medication and any other relevant information.

Guardians shall contact staff upon arrival and departure.

Responsibilities of the services

The service becomes responsible for the child from when the child is received by staff at drop-off. Guardians take over responsibility when the child is handed over by staff upon collection. Interns and student teachers shall be informed of the supervisory responsibilities but do not take over the responsibilities of the staff.

In all aspects of the service, there shall be enough adults to ensure adequate supervision. Depending on the location, activity, age group and maturity, the number of adults may vary.

If a guardian is present at activities provided by the services, he or she does not take over the staff's responsibilities during the child's scheduled time of attendance.

Play equipment and the like shall be in such condition that children cannot injure themselves. If any equipment is damaged, it must be clearly cordoned off and signed.

Premises, equipment and materials may not have defects that could lead to accidents or injuries.

Accidents and incidents

An accident is an event involving injury where the staff assesses that the child needs to leave the service and that the guardian shall take over responsibility for the child. This does not apply to injury events whereby the child only needs a short rest or comfort and can then continue to participate in the activities. Staff do not need to make an assessment of whether the child needs to seek medical care other than in an emergency. It is the guardian's responsibility to ensure that the child is taken care of in the best possible way after they have left the service.

An incident involves a risk of an accident occurring. The risk must be concrete and tangible. In the case of an incident, the element of subjective judgement is greater than in the case of an accident. An incident means that staff react and conclude that the incident could have resulted in a child being injured.

Staff report accidents and incidents in KIA to the organiser for further investigation and possible action.

Activities outside the premises

Before the activity

- Staff shall inform guardians in writing in good time about the activity, location, mode of travel, clothing requirements, special equipment and any restrictions, etc.
- Staff shall prepare a written risk analysis and checklist. Templates are available on Insidan.
- Staff shall plan for how to get help in the event of an accident
 - Is there a healthcare centre nearby?
 - Is a telephone available in case of poor mobile phone signal?
- Mobile phones and contact details of guardians shall be included.
- A first aid kit shall be included.
- The children shall always wear reflective vests.

Transportation

The municipality is responsible for travel to and from activities outside the preschool. The preschool organises joint transportation. Transportation to and from the activity shall not be provided by vehicles belonging to staff members or guardians.

In pedagogical care, transport by staff member's cars is permitted. The consent of the guardian is required.

Bathing/swimming

Bathing/swimming is not permitted in the services.

When collecting

Collection by someone other than the guardian

If a person other than the guardian is to collect the child from the service, it is important that this has been clearly agreed with the guardian.

During the induction period, the guardians shall state who, apart from the guardians, is permitted to collect the child. The person collecting the child must be known to the staff or be able to prove that they are the right person. In the event of any uncertainty, a staff member shall call the guardian or a designated contact person to ensure that the correct person is collecting the child.

If a child is not collected

If a child is not collected as planned, staff shall:

- Call the guardian or the person designated by the guardian as the contact person. Information and contact details for guardians and contact persons shall be available to both permanent and temporary staff.
- If staff are unable to contact the guardian or another appropriate adult, staff shall contact the on-duty social worker. Outside of office hours, 112 shall be contacted. Ask to be connected to the on-duty social worker. Reach agreement with the social worker about what will happen to the child.
- Contact the head of the service.
- If there are any concerns about the child, a report shall always be made to social services.

NB: Staff are not allowed to take the child home with them.

If the child is collected by a guardian under the influence of drugs or alcohol

- If staff adjudge that the guardian is so affected that he/she cannot take responsibility for the child, a dialogue shall be conducted with the guardian to see if there is another appropriate adult who can be contacted.
- If the guardian is not willing or able to name another appropriate adult, staff shall contact the on-duty social worker. Outside of office hours, 112 shall be contacted. Ask to be connected to the on-duty social worker. Reach agreement with the social worker about what will happen to the child.
- Contact the head of the service.
- If there are any concerns about the child, a report shall always be made to social services.
- If someone under the influence of drugs or alcohol drives a car to or from the premises, staff shall contact the police immediately.

Reporting of concerns and the obligation to report

According to the Social Services Act (Chapter 14, Section 1), staff are obliged to immediately report to social services if they become aware or suspect that a child may be at risk of being harmed.

A report is a way of expressing concern and suspicion that a child is at risk. Proof does not need to be provided. Concerns can range from neglect or an adult's inability to care for the child, to a child witnessing or being subjected to violence or other abuse.

The report is made to the social services in the child's home municipality. Markaryd Municipality has an e-service where reports of concern can be submitted. In an emergency situation, an initial oral report may be made, which can then be supplemented in writing.

In the event of abusive treatment

All preschools have an equal-treatment plan against discrimination and abusive treatment.

Crisis plan

All preschools have a crisis plan. Statements to the media must be made in accordance with the directives in the crisis plan or in accordance with information from the crisis management staff.

Accidents and insurance

All children and young people up to the age of 20 who are registered as living in Markaryd municipality are covered by accident insurance 24 hours a day.

The Municipality's liability insurance is applicable in the event that an employee causes personal injury or damage to property in the course of his/her duties.

Information for staff

Information regarding the service's supervisory responsibilities must be provided to all existing staff within the Municipality's preschools and pedagogical care, as well as newly hired staff, substitutes and interns.