



New Centre Nominated Supervisor

NQS Element 2.2.1 Supervision

NQS Element 7.1.2 Management systems

Date:

Name of the person conducting the checklist: _____

Physical Environment - Indoor

Classrooms/areas set up with age appropriate resources	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Office set up with folders eg incident records, medication forms, complaints, children’s files, staff files, risk minimisation and communication plans for medical conditions	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Evacuation diagram and procedures displayed near exits	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
List of emergency numbers displayed near phones including poison information line and local police station	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Whistles/alarms available to notify emergencies	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Phone available to contact parents and emergency services in emergency	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Sufficient first aid kits held for number of children and layout of service	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
First aid sign displayed where first aid kit(s) stored	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Sufficient emergency evacuation kits for number of children	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Information displayed in foyer includes details about Approved Provider, Service (including any waivers), Nominated Supervisor(s), Complaints Officer, Responsible Person, Educational Leader, Regulatory Authority,	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Toileting, handwashing procedures displayed	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Reporting structure for child protection displayed in staffroom with information about online reporting guide if relevant	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Premises allows adequate supervision of children	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Sleeping/resting/relaxing children can always be seen and heard	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Hot water temperature regulated so children can’t burn themselves	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Adequate heating/cooling/natural ventilation	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Adequate lighting	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Smoke detectors work	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Fire equipment present eg fire extinguisher and blanket	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Kitchen facilities include dishwasher/sink, thermometers for checking temperature fridge/freezer and cooked food	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Razors, knives etc stored in locked cabinets/drawers	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Suitable handwashing facilities	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Adequate laundry facilities or laundering arranged elsewhere	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Children cannot access laundry or kitchen	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Children’s lockers/storage areas available	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Parent noticeboard/library established	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Spill kit to clean up body fluids like blood, vomit, urine	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Safety glass installed with decals on doors at child and adult eye level	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Fly screens fitted	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Age appropriate barriers used where required eg tops of steps	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Locks on exit doors	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Physical Environment - Outdoor



Supervision plans in place including for any 'hard to see' areas	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Impact absorbing surface under play equipment	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Play equipment stable and secured where required	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Suitable shade	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Fence children cannot climb or crawl under	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Areas under service blocked/inaccessible to children	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Self-closing gate to access/leave premises	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Electrical safety switch installed	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
No hazardous plants	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Physical Environment – Indoor and Outdoor			
Lots of natural and man-made loose part resources	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Hazards removed or inaccessible	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Hazardous substances locked away or inaccessible to children	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
No smoking signs displayed	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Staffing			
At least 1 person with first aid, asthma and anaphylaxis qualifications always present	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Sign with name of responsible person present at any time	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Nominated Supervisor and Person in Day to Day charge consented in writing to position	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Educational Leader designated in writing	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
NSW: Nominated Supervisor and Person in Day to Day Charge completed approved child protection units	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
All staff have current child protection clearance eg working with children check	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Educator to child ratios meet requirements	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
All staff meet qualification requirements	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Admin			
Approved for CCS	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Public liability and workers compensation insurance current	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
All policies required under Reg 168 held	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Have hard copy current Regulations or can access electronically	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Philosophy displayed	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Sample program available eg templates to be used	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
MTOP information displayed	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
MTOP available in each room	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Completed risk assessment for all potential emergencies	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Procedures for car park and if relevant multilevel access eg use of lift	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
All risk assessments completed eg for mixed age playgrounds/groups	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Familiar with notification requirements eg serious incidents, operational/staffing changes and Child Protection	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Menus available	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Any food service approvals obtained eg from Council	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Actions required

