

Supervision Educators

NQS Element 2.2.1 Supervision

NQS Element 2.2.3 Child Protection

NQS Element 7.1.2 Management Systems

Name Educator 1	
Name Educator 2	
Name Educator 3	
Name Educator 4	
Name Educator 5	

E = Embedded I do that ALL the time

K = I know I need to do that, but I don't do it all the time

T = Please teach me how to do it or improve my understanding of why I need to do it.

ED1 ED2 ED3 ED4 ED5

Supervision Practices

Are children effectively supervised at all times eg					
• in all areas they can access?					
• while resting/relaxing?					
• at mealtimes or when eating and drinking?					
• during transitions eg between indoor and outdoor environments, to and from school?					
• very closely in high risk activities eg excursion, water play, cooking?					
Are all children within sight and/or hearing of educators at all times?					
Do you adjust the level of supervision depending on the ages, skills, location and number of children?					
Do you focus completely on supervising children eg you're not supervising children while also cleaning, programming etc?					

Supervision and Communication

Do you communicate effectively with team members about supervision of children eg I'm going here, Darcy's up there?					
Do you share supervision planning/arrangements for indoor and outdoor areas with relief staff?					
Do you involve children in setting safety rules and discuss how to safely use equipment?					
Do you discuss sun safety with children and make sure all sun protection measures outlined in your policy are met?					

Child Protection

Are volunteers and students always visible to other educators when they are with the children?					
Do you ensure students are never left with the sole supervision of children, indoors or outdoors?					
Do you ensure individuals/groups of children are never taken into rooms that can be locked or indoor /outdoor areas where they're not visible to others?					
Do you make sure children are only taken outside the service by employees, parents or authorised nominees?					

Staffing

Do you monitor the educator to child ratio to make sure it's always met – and discuss immediately with the Room/Group Leader or Nominated Supervisor if the ratio won't be met?					
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Actions required

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