



Supervision Nominated Supervisor

NQS Element 2.2.1 Supervision

NQS Element 2.2.3 Child protection

NQS Element 7.1.2 Management systems

Name of the person conducting the checklist: _____ Date: _____

Supervision Practices

Are children effectively supervised at all times eg	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• in all areas they can access?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• at mealtimes or when eating and drinking?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• during transitions eg between indoor and outdoor environments?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• very closely in high risk activities eg excursion, water play, cooking?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are all children within sight and/or hearing of educators at all times?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do educators focus completely on supervising children? eg they're not supervising children while also cleaning, programming etc	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you consider the following when planning staffing and supervision requirements/ arrangements	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• the number, age and ability of children?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• the number of educators?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• activities?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• areas where children are playing eg how visible/accessible they are?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• environmental risks?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• the experience, knowledge and skill of each educator?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Supervision and Communication

Are supervision planning/arrangements for indoor and outdoor areas shared with relief staff?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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Supervision and Environment

Do you regularly analyse incident reports to see if supervision is an issue eg	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• do incidents often happen in certain areas?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• do incidents often happen at certain times of the day?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• do incidents often involve the same educator(s)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• do incidents often involve the same child or children?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do educators arrange equipment, furniture and activities to ensure effective supervision?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do educators arrange equipment and furniture so children can access private and quiet spaces while being supervised unobtrusively?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure daily safety checks of the indoor and outdoor environment are completed?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you implement a structured maintenance and repair program which is communicated to all staff members so they can confidently make reports about broken premises, resources and equipment?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you make sure children can't access unsupervised or unsafe areas?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you and you educators remove hazards immediately eg poisonous plants, broken or unsafe equipment/resources?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you and your educators make sure children can't access hazardous substances (eg detergents and medicine) and chemicals?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Display



Is there an outdoor supervision diagram showing where educators should stand for effective supervision (if relevant eg there are hard to see areas)? Yes No NA

Child Protection

Are volunteers and students always visible to educators when they are with the children? Yes No NA

Do you ensure students are never left with the sole supervision of children, indoors or outdoors? Yes No NA

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? Yes No NA

Do you make sure children are only taken outside the service by employees, parents or authorised nominees? Yes No NA

Staffing

Are educator to child ratios always met? Yes No NA

Do you need higher ratios at certain times of the day (look at your incident reports to see any pattern)? Yes No NA

Are staffing arrangements flexible enough to allow supervision of individuals or small groups? Yes No NA

Actions required