



Supervision and Reasonable Precautions Nominated Supervisor

NQS Element 2.2.1 Supervision

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

Supervision Practices

Do you ensure educators always adequately supervise children including during sleep, rest, meals, transitions and risky activities eg water play, cooking, woodwork?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure educators adjust their supervision practices to reflect the ages, number of children, activity, location, experience level of team members etc?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you include supervision arrangements/requirements in your induction procedures for new/relief staff?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are you confident educators exchange information with team members to ensure children are always supervised eg where children are or what the educator is doing?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you arrange equipment and furniture in ways that promote effective supervision?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure there are accurate records of children's arrival and departure?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you require all visitors to sign in and out of the service and ensure all visitors, students and volunteers are supervised when children are present?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Reasonable Precautions

Are you confident educators involve children in setting safety rules where possible and teach them how to safely use equipment and resources?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you have written policies and procedures which protect children from harm and hazard, and ensure all staff follow these including those which include/require:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• sun safety practices recommended by SunSmart (Physical Environment Policy)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• regularly checking sleeping/resting children (0-3 years) and always being able to see and hear sleeping/resting children (Sleep and Rest Policy)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• medical management and risk minimisation plans (Medical Conditions Policy)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• risk assessments for excursions (including supervision requirements), new equipment, risky activities etc (Excursion Policy, Physical Environment Policy)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• authorisations for excursions and medication (Excursion Policy, Medical Conditions Policy)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• preventing access to hazardous products like medications, detergents, cleaning products, garden chemicals, electrical equipment, and hot food/drinks (Physical Environment Policy)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• allowing children to leave the service only with their parent, authorised nominee, on an authorised excursion, or during a medical or other emergency (Delivery and Collection of Children Policy)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• a tobacco, drug and alcohol free environment (Tobacco, Drug and Alcohol Policy)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you implement daily safety checks of indoor and outdoor environments?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure staff always proactively manage risks in the environment eg remove or cordon off identified risks, follow service maintenance procedures?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure there are warning signs where hazardous products are stored?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure climbing equipment, swings and large items of furniture/equipment are stable, securely anchored and located over soft fall surfaces?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure furniture and equipment meets Australian standards eg bike helmets, car seats?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
If there are animals at the service, have you completed a risk assessment and do you	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA



have written procedures which educators follow to ensure children's safety?

Do you ensure all modes of transport authorised by the service (eg excursions, transport to and from service) are safe and suitable for children? Yes No NA

Do you performance manage/terminate staff whose actions pose a risk to children eg turn up to work impaired by alcohol or legal/illegal drugs, use inappropriate discipline? Yes No NA

Actions required