



# Supervision procedures

- children are supervised at all times by staff members
- all children are within sight and/or hearing of all staff at all times
- babies are not left unattended at any time
- staff effectively supervise all areas accessible to children
- children are closely attended at the change table
- babies and toddlers are supervised while sleeping
- children are always attended when they are eating or drinking
- students are never left with the sole supervision of children, indoors or outdoors
- relief staff are not left with sole responsibility for the supervision of children and that permanent staff are available at all times
- individuals or groups of children are not withdrawn into areas where they are not visible by other staff members, or taken into rooms that can be locked
- ratios are correct
- staffing arrangements allow supervision of individuals or small groups of children
- safety is not compromised by the age ranges in groups
- staff communicate with each other about the supervision of children.
- volunteers and students are at all times within the visibility of other staff while with the children