

Supervision - Nominated Supervisor

NQS 2.2.1 Wellbeing and comfort

NQS 2.2.3 Child protection

NQS 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
on the change table and any other places that present a risk?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
while sleeping (especially babies and toddlers)?	<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 always follow safe sleep practices promoted by Red Nose and outlined in your policy?	<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 your 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)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Child Protection			
Are volunteers and students always visible to educators when they are with the children?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure students are never left with the sole supervision of children, indoors or outdoors?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> 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?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you make sure children are only taken outside the service by employees, parents or authorised nominees?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Staffing			
Are educator to child ratios always met?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you need higher ratios at certain times of the day (look at your incident reports to see any pattern)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are staffing arrangements flexible enough to allow supervision of individuals or small groups?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Actions required