

Supervision and Reasonable Precautions Nominated Supervisor

NQS 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, woodworking?	<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 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
• 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 have written procedures which educators follow to ensure children's safety?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure all modes of transport authorised by the service (eg excursions, transport to and from service) are safe and suitable for children?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> 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?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Actions required

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