# Attachment 1: Supervision audit

To be completed every 6 months

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| Supervision requirements | Yes/no | Action required |
| Risk assessment has identified areas and activities requiring increased supervision |  |  |
| Rosters ensure educators are always available to respond to children immediately  |  |  |
| Policies and procedures address supervision clearly |  |  |
| Educators are alert and aware of potential risks and hazards and determine the level of supervision required |  |  |
| Close supervision is provided when children engage in activities associated with high risk- (water play, climbing, nature play) |  |  |
| Educators effectively supervise children at all times |  |  |
| Children can be visually seen and heard by an educator at all times |  |  |
| Indoor and outdoor environments are effectively supervised at all times  |  |  |
| Educators scan and regularly look around areas to observe children in the environment  |  |  |
| A minimum of two educators are always rostered on duty when children are present at the centre  |  |  |
| Children are closely supervised to ensure correct hygiene practices when washing and drying hands |  |  |
| Children are closely supervised at mealtimes, during toileting and nappy changing |  |  |
| Children are closely monitored and supervised during sleep and rest time |  |  |
| Students/Volunteers (and anyone under the age of 18 years) are always under the close supervision of educators and never left alone with any child at any time |  |  |
| Educator-to-child ratios are maintained at all times |  |  |
| Staffing arrangements are flexible to allow supervision of individuals or small groups of children |  |  |
| Educators communicate and collaborate efficiently with one another about supervision of children |  |  |
| Educators are engaged in supervising children and not involved in other activities such as cleaning or administration tasks at the same time |  |  |
| Supervision plans for indoor and outdoor areas are clearly displayed and shared with all staff, including relief staff |  |  |
| Educators avoid standing with their back to children |  |  |

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| Strengths |  |
| Area for improvement |  |
| Action |  |

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| Comments |
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| Name of auditor |  |
| Signature of auditor |  |
| Date |  |