Early Years Policy – Supervision of Children

Attachment 1 - Supervision Risk Management Template

This template is designed as a tool to be developed and used by all educators involved in the supervision of children at the service and should be reviewed regularly and made available to all staff working in the program. There may be additional areas that your service will want to include in the supervision risk management template.

| Area/equipment | Potential supervision risk | Action to reduce or eliminate risk |
| --- | --- | --- |
| For example: Fixed equipment e.g. swings, fixed climbing equipment, slides etc. |  |  |
| For example: Layout of the internal and/or external areas of the service including a description of areas that provide challenges to supervision e.g. children’s bathrooms, L-shaped playgrounds or playrooms, behind structures or features in the playground etc. |  |  |
| For example: Staff supervision responsibilities including: quiet/active learning spaces; during indoor and outdoor programs; specific programmed experiences; and the supervision of students and volunteers |  |  |
| For example: Potential hazards e.g. protruding tree roots, small pieces of equipment etc. |  |  |
| For example: Arrival and departure of children  |  |  |