

FREE PRINTABLE TOOL

QA2 Supervision Self-Audit

A 34-point check of supervision against NQS Element 2.2.1, National Law s165 and s167, and the 2026 child safety reforms.

For centre directors, nominated supervisors and room leaders

Current as at October 2026 · Published by GreeneDesk Pty Ltd

How to use this audit

1. Walk the service while you answer. Judge what actually happens on the floor, not what the roster or policy says.
2. Tick **Yes**, **Partly** or **No** for each item and add a note on the evidence you saw.
3. Score Yes = 2, Partly = 1, No = 0. Total out of 68.
4. Copy every No and Partly into the priority gaps table on the last page and add them to your Quality Improvement Plan.
5. Repeat every 6 months and after any incident.

Service	
Service type	☐ Long day care ☐ Preschool / kindergarten ☐ OSHC ☐ Multi-site
Completed by	
Date	

What adequate supervision means

Adequate supervision means educators can see and hear the children in their care and respond immediately when a child is distressed, at risk or in a hazardous situation. Meeting ratios on its own does not achieve it: a service can be within ratio and still leave a sleep room, bathroom or corner of the yard unwatched.

The audit

1. Ratios and staffing (5 items)

#	Item	Reference	Yes	Partly	No	Notes
1.1	Educator-to-child ratios are met across the whole service at all times, including openings, closings, transitions and breaks.	Reg 123	☐	☐	☐	
1.2	Only educators working directly with children (physically present and engaged) are counted in ratios.	Reg 122	☐	☐	☐	
1.3	There is a documented break and relief plan so ratios are kept when educators take breaks.	Reg 123	☐	☐	☐	
1.4	Ratios are checked by a named person at set times (start of day, after transitions, late afternoon).	Reg 123	☐	☐	☐	
1.5	Staffing plans cover absences, with a clear process for last-minute cover.	Reg 123	☐	☐	☐	
Section score						___ / 10

2. Active supervision practice (7 items)

#	Item	Reference	Yes	Partly	No	Notes
2.1	A written supervision plan with named zones and responsible educators is current and followed.	s165; El. 2.2.1	☐	☐	☐	
2.2	Educators position themselves to see the largest area and scan continuously.	s165	☐	☐	☐	
2.3	Headcounts happen at every transition and at set times, and are recorded.	s165	☐	☐	☐	
2.4	No educator leaves a zone without a spoken handover to a named colleague.	s165	☐	☐	☐	
2.5	Sleep and rest checks are done and recorded in line with the sleep and rest risk assessment.	Regs 84A–84D	☐	☐	☐	
2.6	Nappy change and toileting are supervised without leaving other children unsupervised.	s165; Reg 115	☐	☐	☐	
2.7	Late afternoon and combined groups have planned supervision, not just a headcount.	El. 2.2.1	☐	☐	☐	
Section score						___ / 14

3. Premises and environment (6 items)

#	Item	Reference	Yes	Partly	No	Notes
3.1	Premises are designed and maintained to facilitate supervision; every blind spot is identified and controlled.	Reg 115	☐	☐	☐	
3.2	Fences and gates are secure, and self-closing latches are checked daily.	Reg 104	☐	☐	☐	
3.3	Climbable objects (chairs, crates, bins) are kept away from fences.	s167	☐	☐	☐	
3.4	A daily safety check of indoor and outdoor areas is completed and recorded.	Reg 103	☐	☐	☐	
3.5	Chemicals, tools and other hazards are inaccessible to children.	s167	☐	☐	☐	
3.6	Children near water (including water play) are supervised closely at all times.	s167	☐	☐	☐	
	Section score					____ / 12

4. Arrival, departure and access (5 items)

#	Item	Reference	Yes	Partly	No	Notes
4.1	Children are released only to a parent, authorised nominee, or person authorised in writing.	Reg 99	☐	☐	☐	
4.2	Every child is signed in and out with times.	Reg 158	☐	☐	☐	
4.3	Court orders are on the enrolment record and staff who release children are briefed.	Reg 160	☐	☐	☐	
4.4	Entry is controlled, and visitors and contractors are signed in and supervised.	s167	☐	☐	☐	
4.5	Doors and gates stop children leaving unnoticed, including at peak times.	Reg 115; s167	☐	☐	☐	
	Section score					____ / 10

5. Excursions and transport (3 items)

#	Item	Reference	Yes	Partly	No	Notes
5.1	A risk assessment is completed before every excursion and service-arranged transport.	Regs 100–102D	☐	☐	☐	
5.2	Headcounts are done getting on and off every vehicle and at every location.	s165	☐	☐	☐	
5.3	Written parent authorisation is obtained for excursions and transport.	Regs 102, 102D	☐	☐	☐	
Section score						___ / 6

6. Incidents, notifications and review (4 items)

#	Item	Reference	Yes	Partly	No	Notes
6.1	Incidents, injuries, illness, trauma and near misses are recorded promptly.	Reg 87	☐	☐	☐	
6.2	Serious incidents and abuse allegations are notified to the regulatory authority within 24 hours.	Reg 176	☐	☐	☐	
6.3	The supervision plan is reviewed after every incident or near miss and the change is recorded.	Reg 168; El. 7.1.2	☐	☐	☐	
6.4	All staff, volunteers and students have completed mandatory child safety training and know their child protection obligations.	s162A; El. 2.2.3	☐	☐	☐	
Section score						___ / 8

7. Technology, CCTV and privacy (4 items)

#	Item	Reference	Yes	Partly	No	Notes
7.1	No one carries or uses a personal device while working directly with children unless authorised in writing; authorisations are recorded.	ss175H–175J	☐	☐	☐	
7.2	Only service-supplied devices are used to capture, store or share images of children, with parental consent recorded.	ss175E–175F; Reg 168	☐	☐	☐	
7.3	If CCTV is used, a policy covers purpose, notice to families, secure storage and timely access for authorised officers.	Reg 168	☐	☐	☐	
7.4	The service can show evidence of supervision beyond the roster (headcount records, alert and response logs).	El. 2.2.1; El. 7.1.2	☐	☐	☐	
Section score						____ / 8

Your results

Section	Score	Out of
1. Ratios and staffing		10
2. Active supervision practice		14
3. Premises and environment		12
4. Arrival, departure and access		10
5. Excursions and transport		6
6. Incidents, notifications and review		8
7. Technology, CCTV and privacy		8
Total		68

Score	What it suggests
60–68	Strong, well-evidenced supervision. Keep reviewing after incidents and keep your evidence current.
45–59	Solid foundations with gaps. Close the No items first, especially in sections 1, 2 and 4.
Under 45	Significant risk. Prioritise ratios, zoning, blind spots and collection procedures now, before your next assessment and rating visit.

Any **No** in sections 1, 2, 4 or 7 is a priority regardless of your total score, because these link directly to offences under the National Law.

Priority gaps and actions

Item #	Gap	Action	Owner	Due	Done
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

Close the "evidence" gap

Items 2.3, 3.1 and 7.4 are where most services struggle to show assessors evidence. SooperVision runs on your existing CCTV, alerts educators to a child alone in a zone, ratio drift, a gate left open or a personal phone in a children's area, and keeps timestamped alert and response records. CCTV supervision does not identify anyone. From A\$350 per centre per month.

Request a demo at soopervision.com.au or call **1300 181 665**.

This resource is general information for Australian education and care services, current as at October 2026. It is not legal advice. Laws differ between states and territories (NSW applies its own version of the National Law, and Western Australia has its own commencement dates). Check current requirements with your regulatory authority and get legal advice for your circumstances.