



ATTACHMENT 1

Supervision risk management template

To be used in conjunction with your **Supervision Plan**, which is a floor plan of your indoor and outdoor play spaces clearly showing potential supervision risk area as identified in the below template and the placement of staff necessary to reduce or eliminate risk.

This template is designed as a tool to be developed and used by all staff involved in the supervision of children at the kindergarten, 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	Potential supervision risk	Action to reduce or eliminate risk
Supervision of play on and around fixed equipment e.g. swings, fixed climbing equipment, slides etc.		
Layout of the internal and/or external areas of the kindergarten 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.		Refer to supervision floor/yard plan for visual tool to show these actions
Staff supervision responsibilities including: quiet/active learning spaces; during indoor and outdoor programs; specific programmed experiences and also including the supervision of students and volunteers		

Area**Potential supervision risk****Action to reduce or eliminate risk**

Potential hazards e.g. protruding tree roots, small pieces of equipment etc.

Arrival and departure of children.

Arrival and departure of children special considerations e.g. start of year (separation, establishing routines etc), handing out of specific items e.g. kinder photos, picture plates.

Irregular Activities e.g. PAG activities/meetings, special days i.e. Mother's Day, visits from schools

Communication Procedure for new and relief staff and volunteers.