

Active Supervision Self-Audit (For Staff)

Quick reflection tool:

- Can I see/hear every child right now?
- Are there blind spots in the room/playground?
- Am I positioned to prevent incidents?
- What is my “scan pattern” (every 30 seconds / 1 minute)?
- Any distractions removed (phones, conversations, paperwork)?

Attendance Accuracy Checklist

Daily attendance must include **arrival + departure times**.

Include a simple sheet for admin team to check:

- Every child has a recorded arrival time
- Every child has a recorded departure time
- No blanks / no “approximate” times
- Staff initials verifying daily review
- Corrections follow a consistent method (no scribbles/no whiteout if applicable)

The “2-Minute Walkthrough” Script (A Supervisor’s Secret Weapon)

A repeatable loop supervisors do 3–5 times/day.

Walkthrough prompts (takes 2 minutes)

Safety

- “Can I see every child in 5 seconds?”
- “Any blind spots? Doors? Bathrooms? Corners? Playground edges?”
- “Any hazards, loose parts, choking risks, trips?”

Supervision

- “Where are the staff positioned?”
- “Is anyone stuck ‘standing and chatting’?”

Ratios + transitions

- “How many kids right now?”
- “Any transition about to happen (outside, bathroom, lunch)?”
- “Who is the float if someone steps out?”

Admin

- “Attendance up to date?”
- “Any incidents or injuries since my last check?”
- “Any meds today?”

The “Red Flag Radar” Board (Daily Compliance Risk Dashboard)

Put this on a clipboard, whiteboard, or digital note.

Red flags supervisors watch for TODAY:

- A new/relief staff member in a busy room
- Outdoor transitions (ratio slips happen here)
- Bathroom routines (supervision weak points)
- Late pick-ups (staff get tired + distracted)
- Staff doing paperwork while supervising
- Medication scheduled during peak chaos (lunch/nap)

Then the supervisor writes **one preventive move**:

- “Assign float from 11:00–12:30”
- “Position staff at gate + climbing structure”
- “Pause classroom paperwork until rest time”