

Active supervision shift check

A quick check for room leaders and educators, one shift at a time: zones, positioning, transitions, handovers and a headcount log.

From Yaga Smart, led by [Olga](#), Early Childhood Teacher, WHS-Qualified, Trainer and Assessor. Last updated 31 October 2026.

How to use it

1. Use it at the start of a shift, or when you're working with casuals or new staff.
2. Walk through it together. It works best as a conversation.
3. Note anything that doesn't work, and bring it to your next team meeting.

Before children arrive

- ☐ Everyone knows today's ratios and who is on the floor
- ☐ Zones are agreed for inside and outside
- ☐ Blind spots are known and covered
- ☐ Casuals and new staff have been shown the plan
- ☐ Children's medical and access needs have been checked

While children are playing

- ☐ Each educator can see their zone and most of the room
- ☐ Educators stand or sit facing out, not with their backs to children
- ☐ Higher-risk play has an educator close by
- ☐ If you leave a zone, you tell someone and they cover it
- ☐ Phones and paperwork don't pull attention away from children

Transitions

- ☐ An educator is at the front and at the back of the group
- ☐ Headcount before moving, and again on arrival
- ☐ Bathrooms, cots and corners are checked before leaving a space
- ☐ The count is said out loud to another educator

Handovers and breaks

- ☐ The handover is spoken, not assumed
- ☐ Numbers, zones and any concerns are passed on
- ☐ The person taking over says it back
- ☐ Breaks are planned, so ratios and zones still hold

Headcount log

Time	Where	Count	Expected	Initials

Supports Element 2.2.1, Supervision, in the National Quality Standard, published by ACECQA. [Read the source](#). Checked 31 October 2026.

Important: please read

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