

EDUCATOR REGISTRATION SAFETY AUDIT : GLOBAL TEMPLATE

Area 1 : Educator Information for Venue Safety & Risk Assessment

No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
1.1	Educator's Details		Name changes / WWCC / Police Clearance expiry dates				
1.2	Next of Kin Details (in emergency)		Name / Phone number				
1.3	Details of Residence at Your Home		Full name / Date of Birth / Police Clearance & WWCC (if required)				
1.4	Reg 164(a)- Requirement for Notice in Relation to Persons at Residence		Has the Educator notified the Service of any person aged older than 18 / just turned 18 who resides , or intends to reside, at the residence. Record names of all residents over 18 years present at the time of the visit (if applicable)				
1.5	Reg 164(a)- Requirement for Notice in Relation to Persons at Residence		Are there any circumstances relating to a person who resides, or intends to reside, as the Educator's residence that may affect whether the person is a fit and proper person to be in the company of children?				
1.6	Have you or any adult on the premises had any allegations or convictions made against you in the last 12 months?		If Yes, please provide details				
1.7	Operating Information		Which days are you planning to / do you operate your service?				
1.8	Other care you intend to provide		Overnight care / Before and after school care / Pick-ups and drop-offs				
1.9	Are there any personal circumstances that may affect the provision of quality childcare at your service?		If Yes, please provide details / medical certificate				
1.10	Have you or your partner enrolled your children in Family Day Care while you have been providing Family Day Care for children at the same time.		Details in comments section				
1.11	General		Add notes in the Comments section				

Area 2 : Prescribed Information / Records

No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
2.1	S. 172 - Prescribed Information to be Displayed as per Regulation 173		Documentation with Approved Provider and Approved Service Information is visible from the main entrance?				
2.2	S. 172 - Prescribed Information to be Displayed as per Regulation 173		Current Ratings for each Quality Area in the NQS & Overall Rating of the Service is visible from the main entrance?				
2.3	S. 172 - Prescribed Information to be Displayed as per Regulation 173		Any temporary Service waivers - including duration is visible from the main entrance?				
2.4	S. 172 - Prescribed Information to be Displayed as per Regulation 173		Educator Information Document is visible from the main entrance? (NA-TEM-0018 Service Operating Details)				
2.5	Reg 75 - Educational Program		Information about educational program is available. For electronic programs, is there a notice stating what platform is used and how this can be accessed visible from the main entrance?				
2.6	Information to be displayed		Nature Alliance Certificate of Registration				
2.7	S. 172 - Prescribed Information to be Displayed as per Regulation 173		A notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled and attends - if applicable, is visible from the main entrance?				
2.8	S. 172 - Prescribed Information to be Displayed as per Regulation 173		A notice stating that there has been an occurrence of an infectious disease at the FDC - if applicable, is visible from the main entrance?				
2.9	Reg 88(3) - Infectious Diseases		Can the Educator explain how parents are notified of the occurrence of infectious disease?				
2.10	Reg 86 - Notification to parents of incidents, injury, trauma and illness		Can Educator explain how parents and Approved Provider are notified of any incidents, illness, injury or trauma?				
2.11	Reg 87 - Incident, Injury, Trauma & Illness Record		Does Educator keep records of incidents, illness, injury or trauma? Are all records sent to the Approved Provider?				

2.12	Reg 90 - Medical Conditions Policy		If a child has a medical management plan, does the Educator have a risk minimisation and communication plan developed in consultation with the guardian and the Approved Provider?				
2.13	S. 175 - Prescribed enrolment and other documents to be kept by Educator		Is there accurate documentation available on medication records as set out in Reg 92 (NA-FRM-0003 Authority to Administer Medication form)?				
2.14	Reg 162(c) - Health Information to be Kept in Enrolment Record		Details of any specific healthcare needs of child, including any medical conditions and allergies are kept				
2.15	Reg 159 - Children's Attendance Records Kept by FDC Educator		Attendance records are signed at the time of arrival/departure by the person who delivers or collects the child. Under what circumstances does the Educator sign children in or out?				
2.16	S. 175 - Offence Relating to Requirement to Keep Enrolment Records & Other Documents		Are prescribed enrolment documents available for inspection? Does Educator know how to access these on Harmony?				
2.17	Reg 124(5) - Number of children who can be Educated & Cared for		Does the Educator have exemption in place for additional children? Is this available for inspection?				
2.18	Reg 180 - Evidence of Prescribed Insurance		Evidence of Educator's Public Liability Insurance is available at the residence / venue for inspection				
2.19	Reg 165 - Record of Visitors to Residences		Does the Educator keep a record of all visitors to their residence/venue while children are being educated and cared for?				
2.20	S. 175 - Prescribed enrolment and other documents to be kept by Educator		Is there accurate documentation available of child assessments or evaluations for delivery of the educational program as set out in Reg 74?				
2.21	Observations		How are these shared with the guardians?				
2.22	Observations		Quarterly Assessments are in place for groups and individual children				
2.23	Reg 84B - Sleep & Rest		Sleep & Rest Risk Assessment is current. A copy is with the Approved Provider and the Educator has a copy readily accessible				
2.24	Reg 171 - Policies & Procedures readily available to parents/guardians and volunteers at the service		Policy File is readily available & current				
2.25	Legislative Documents		Educator has online & offline access to the current version of the National Law, Regulations & National Quality Framework				
2.26	Documentation to be available		Educator has copy of EYLF & MTOP available				
2.27	Parent Handbook & Philosophy		Reviewed annually and copy sent to Approved Provider				
2.28	Storage of Confidential Documents		Educator has secure filing system for confidential documents				
2.29	General Comments		Add notes in the Comments section				

Area 3 : Staffing

No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
3.1	Reg 124 - Number of children who can be cared for		How many children are in attendance with the Educator today? Include under preschool age, over preschool age and absent children				
3.2	Reg 136 - First Aid Qualifications		Does Educator hold ACECQA approved first aid qualification (including Asthma & Anaphylaxis training)?				
3.3	Reg 136 - First Aid Qualifications		Does Educator hold an ACECQA approved CPR qualification that is renewed annually?				
3.4	Reg 127 - Educator Qualifications		ESO to sight the Educator's approved certificate III level Education and Care Qualification				
3.5	Reg 144 - FDC Educator Assistant		Does the Educator have a FDC Educator Assistant? If so, under what circumstances?				
3.6	Reg 136 - First Aid Qualifications		If Educator has an Assistant, do they hold an ACECQA approved first aid qualification?				
3.7	Reg 136 - First Aid Qualifications		If Educator has an Assistant, do they hold an ACECQA approved CPR qualification that is renewed annually?				

3.8	Reg 144(c)(iii)(iii) - FDC Educator Assistant		When Educator Assistant is used in the absence of the Educator, has this absence been approved by the Service and has notice of the absence been given to the Service and the guardians of the children? How does Educator inform the guardians & Service?				
3.9	Parent Authorisation of Ed Assistant		Parent Authorisations are renewed annually and a copy has been sent to Approved Provider. List any outstanding Authorisations.				
3.10	Do you have a volunteer or student who regularly attend your premises?		If yes, provide details				
3.11	Parent Authorisations for Excursions obtained. Copies sent to Approved Provider		List outstanding authorisations				
3.12	General		Add notes in the Comments section				

Area 4 : Hygiene and Safe Food

No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
4.1	Reg 77 - Health, hygiene & safe food practices		The Educator implements adequate health & hygiene practices and ensures safe practices for handling, preparing & storing food				
4.2	Reg 78 - Food & Beverages		Does the Educator ensure children have access to safe drinking water at all times and are offered food and beverages on a regular basis throughout the day				
4.3	Reg 79 -Service providing Food & Beverages		If the Educator is providing meals, can the Educator explain how they ensure food or beverage provided is nutritious, adequate in quantity & is chosen having regards to the children's dietary requirements?				
4.4	Reg 80 - Weekly Menu		Is the weekly menu displayed in a place that is accessible to parents? If electronic, is there a notice displayed stating how this can be accessed? Does the displayed menu accurately describe the food and beverages provided each day?				
4.5	Electrical Cords		Inaccessible to children (secured out of reach)				
4.6	Food Preparation Area		Safe & hygienic				
4.7	Detergents / Cleaners and Poisons for Kitchen		Inaccessible to children				
4.8	Benches / Sink / Table		Kept clean and free of hazardous items				
4.9	Garbage		Emptied regularly - access to children?				
4.10	Fridge		Medication / vitamins / opened bottles of alcohol inaccessible to children				
4.11	Stove / Microwave		Has suitable bench space for placement of hot items when necessary. How are hot surfaces managed?				
4.12	Fire Blanket / Fire Extinguisher (recommended)		Location - easily accessible when required. Where applicable - Fire extinguisher serviced annually.				
4.13	General		Add notes in the Comments section				

Area 5 : Safety, Health & Wellbeing

No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
5.1	Daily Environment Checklist		Completed and available for inspection				
5.2	Children's Sleep / Rest Area		What areas do the children have access to for sleep & rest periods				
5.3	Reg 84 - Sleep & Rest		How has the FDC Educator taken reasonable steps to ensure the needs for sleep and rest for children are met having regard to the ages, developmental stages and individual needs of children				
5.4	Sleep Supervision Practices		Practices & procedures in place and sleep checks recorded				
5.5	Reg 84C - Risk Assessment for Sleep & Rest Procedures		Has a sleep and rest risk assessment been conducted within the last 12 months?				
5.6	Reg 84D - Prohibition of Bassinets		Are there any bassinets on the premises?				

5.7	Sleeping facilities for babies / children		Australian Safety Standards portable / full cot; 1 bed / mattress for each child				
5.8	Beds / Cots		Clean & in good repair				
5.9	Location of Beds / Cots		Arranged for easy access to each child				
5.10	Bed Linen		Linen is clean, in good repair and suitable for climate. Each child has their own linen.				
5.11	Curtain & Blind Cords		Inaccessible to children (secured out of reach)				
5.12	General Purpose Power Outlets		No exposed power points throughout the house				
5.13	Electrical Cords		Inaccessible to children (secured out of reach)				
5.14	Reg 84C(2)(i) - Overnight Care		Does the Educator provide overnight care? Are any risks associated with overnight care provided at the FDC residence are documented in a risk assessment which is reviewed annually. Guardian authorisations are reviewed annually				
5.15	Overnight Sleeping Arrangements		Room is suitable for overnight care & not used as a throughfare for other members of the household				
5.16	Overnight Sleep Parent Authorisation		Guardians have sighted overnight risk assessment and signed authorisation for overnight care to take place				
5.17	Overnight Sleep Supervision		What are Educator's supervision practices when providing overnight care?				
5.18	Safe Sleep Training - Awareness of regulations relating to children's sleeping arrangements		Safe Sleep Training Expiry Date				
5.19	S.165 - Offence to Inadequately Supervise Children		How does the FDC Educator ensure that any child being educated and cared for by the educator is adequately supervised? Consider: Risk Assessments, Environment (blind spots), individual needs of children, visitors to the service				
5.20	Reg 89(2) - First Aid Kits		Are there an appropriate number of accessible first aid kits that are: suitably equipped, easily recognisable, readily accessible to adults? Where are they located?				
5.21	First Aid Kits Contents		Suggested: Adhesive bandages (assorted sizes), sterile gauze pads, disposable gloves, scissors, tweezers, thermometer, cold packs, triangular bandage, epi pen / asthma inhaler & spacer (if needed), CPR face shield, emergency blanket, notebook & pen				
5.22	Reg 167 - Hot Surfaces		Temperatures of surfaces & equipment are kept below 40 degrees celsius? How is this managed?				
5.23	S. 167 - Offences Relating to Protection of Children from Harm & Hazard		Does Educator have processes in place to ensure every reasonable precaution is taken to protect children from harm & hazard? Consider: OH&S checks for hot surfaces, hot liquids, storage of chemicals, access to non approved areas				
5.24	Mandatory Reporting		Educator understands obligations and processes regarding Mandatory Reporting. Date Mandatory Reporting completed?				
5.25	Entry and Exit doors		All entry and exit doors are locked at all times children are in care with key located in close proximity				
5.26	Inside / Outside Stairs		Child appropriate railings / barriers on top / bottom if required				
5.27	Alcohol / Medication / Detergents / Poisonous Plants		Inaccessible to children				
5.28	Firearms / ammunition and other weapons		Stored securely as per state laws. Include Licence number and expiry date in comments section.				
5.29	Environment		Is tidy, clean and hygenic				
5.30	Floor Coverings		Are appropriate and OH&S friendly				
5.31	Equipment / Furnishings		Safe, clean & in good repair				
5.32	Television		Where is it located and is it secure? How is tv used?				
5.33	Drugs & Alcohol		Smoke, Vape, Drug & Alcohol free environment provided at all times whilst children are in care				

5.34	Pest Control		Building & grounds are kept free of vermin				
5.35	Children's Bags		Children's bags are checked for items left inside by guardians or for any small items that may constitute a choking hazard				
5.36	Specific & Risk Benefit Assessments		Specific & Risk Benefit assessments in place (and reviewed annually) for eg. Trampoline, water play, pets, climbing frames & any other potential hazards				
5.37	Emergency Evacuation Kit		Easily accessible & well stocked. Contains current photo of children and emergency contact details, snacks, water, nappies, sunscreen, etc.				
5.38	Reg 97 - Emergency Evacuation Procedures		Emergency and evacuation procedures are rehearsed at least every three months and are documented. Both the emergency and evacuation floor plan and instructions are displayed in a prominent position near each identified emergency exit				
5.39	General Emergency Drill Risk Assessments (reviewed every 12 months)		Evacuation, Cyclone, Bush Fire, Flood (where applicable) are current & Approved Provider has a copy				
5.40	Emergency Contact Details		List of Emergency contact personnel readily accessible				
5.41	General		Add notes in the Comments section				

Area 6 : Building / Facilities

No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
6.1	Reg 105 - Furniture, Materials & Equipment		Adequate furniture to meet the physical & developmental needs of children who attend the service. eg. child size table, chair, cot, high chair				
6.2	Reg 103 - Premises, Furniture and Equipment to be Safe, Clean and in Good Repair		What processes are put in place to identify and manage maintenance of a safe & clean environment?				
6.3	Toys		Are kept in good condition and stored to allow independent access by all children				
6.4	Suitability of Toys		Toys suitable to children's development & needs and represent different abilities and cultures including Aboriginal & Torres Strait Islander cultures				
6.5	Reg 110 - Ventilation & Natural Light		Do all rooms used by children have good ventilation, adequate natural light & provisions to maintain a comfortable temperature?				
6.6	Heating / Cooling		Fire screen secured to prevent access to fireplaces, heaters not hot to the touch or made inaccessible to children / fans secured and have measures in place to prevent children sticking fingers inside				
6.7	Emergency Exit Location		There are at least 2 emergency exits that are readily accessible and as widely separated as possible				
6.8	Emergency Exits		Are doors at emergency exits locked in a manner that does not prevent effective evacuation?				
6.9	Emergency Exit		Emergency exits are clear of equipment and hazards to allow for easy evacuation				
6.10	Reg 117 - Glass		Any glazed area of approved venue must comply with subregulation (2) if the area is accessible to children and/or is 1 meter or less above floor level (Unless approved before 1/12/14 then is 0.75m or less)				
6.11	Reg 117(2) - Glass		The glazed area must be glazed with safety glass if Building Code requires this; or is treated with a product that prevents glass from shattering (evidence required); or guarded by barriers that prevent a child from striking/falling against it				
6.12	Reg 373A - Telephone or other Communication Equipment		Does Educator have access to at least 2 operating telephones or other similar means of communication and is at least 1 of them kept in a fixed location at the residence / venue?				
6.13	Smoke Detectors		Location and when were they checked to ensure they are operational?				
6.14	Reg 109 - Toilet & Hygiene Facilities		Are there adequate, developmentally and age-appropriate toilet facilities, washing and hand drying facilities available for safe use by the children, and convenient access?				
6.15	Toilet & Hygiene Facilities		Running water, soap and paper towel / individual cloth per child				
6.16	Children Accessing Handwashing Facilities		Step stool provided to assist children's independence				

6.17	Hazards in bathroom / toilet		Razors, shampoo/conditioner/cosmetics/medication, mats that may be slippery or cause trips, cleaning materials and air fresheners kept out of reach of children				
6.18	Reg 112 - Nappy Change Facilities		Location				
6.19	Suitably stocked		Wipes, gloves, bags, paper towel, nappies, mat, cleaning solution				
6.20	Nappy Change Mat		Washable change surface. Mat is in good condition, no cracks or holes				
6.21	Reg 106 - Laundry and Hygiene Facilities		Educator has access to laundry facilities and it does not pose a risk to children eg. buckets of water, cleaning detergents, access to soiled items				
6.22	Hygiene Facilities		Arrangements for dealing with soiled clothing, nappies and linen, including facilities for storage prior to their disposal or laundering				
6.23	Plants & Outdoor Environment		Sufficient outdoor space for children to explore, poisonous plants made inaccessible to children / trees that can be climbed are either risk assessed or made inaccessible				
6.24	Reg 104 - Fencing		Outdoor space used by the children is enclosed by a fence or barrier that is of height & design that children preschool age or under can't go through, over or under it				
6.25	Fencing		There are no objects to aid climbing out of the play area				
6.26	Gates		Child proof latch (or inaccessible to children) to secure gate				
6.27	Play Area		Kept free of hazards - eg. items that have the potential to cause harm to a child during play, areas that a child can crawl under / between and get stuck				
6.28	Shade		Available in outdoor play area				
6.29	Terraced Areas / Stairs / Ramp / Balcony		Area to be risk assessed and managed				
6.30	Outdoor Play Equipment, incl. bikes, trikes and prams		Maintained in good order, no sharp/rough/rusted edges & stable				
6.31	Sandpit		Regularly maintained				
6.32	Trampoline		Good condition and risk assessed. Procedures in place ensuring effective supervision.				
6.33	Climbing Frames / Cubby Houses		Risk Assessed if required. Procedures to ensure effective supervision.				
6.34	Garbage		Out of main play area or risk managed				
6.35	Garden Shed / Garage Doors		Inaccessible to children & kept closed at all times				
6.36	Trailers, Boats and Cars in the Play Area		Inaccessible to children & risk assessed if required				
6.37	General		Add notes in the Comments section				

Area 7 : Excursions

No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
7.1	Reg 100 - Risk Assessments must be conducted before excursion		Does the Educator conduct excursions or regular outings?				
7.2	Policy 5.2 - Excursions & Regular Outings		Is Approved Provider notified of all excursions, except regular outings, prior to leaving the Service? How is this done?				
7.3	Reg 101 - Conduct Risk Assessment for Excursion		Are all risk assessments recorded on FDSee? Are Risk Assessments available at the Service?				
7.4	Reg 101 - Conduct Risk Assessment for Excursion		Are all Risk Assessments current?				
7.5	General		Add notes in the Comments section				

Area 8 : Safe Arrival of Children

No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
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8.1	Reg 102AA - Does the Educator collect the children from school or another Education & Care Service?		If YES, move to the next question. If NO move to the next section 'Transport'.				
8.2	Reg 102AAC - Is there a risk assessment for the purposes of safe arrival of children?		Does the Educator account for the Safe Arrival of children in all Risk Assessments that involve transporting children between the service and any other education or early childhood service?				
8.3	General		Add notes under the Comments section				

Area 9 : Transport

No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
9.1	If the Educator Transports Children		Does the Educator have a current Transport Risk Assessment that must be read in conjunction with any excursion involving transportation?				
9.2	Reg 102D - Authorisation to Transport Children		Authorisation is given by parent / guardian to transport child				
9.3	Children's Car Seats		List details & expiry dates. Seats are in good condition and clean. Instructions are available				
9.4	Anchor Points		How many anchor points does your vehicle have?				
9.5	License & Registration		Is the Educator's driver's licence valid and is vehicle's registration current?				
9.6	Child Health and Safety		Children are never left unattended in the vehicle eg. Collecting items, paying for fuel, dropping items off				
9.7	Child Health and Safety		The vehicle is a smoke-free environment (incl. Vaping)				
9.8	General		Add notes under the Comments section				

Area 10 : Pets / Animals (R.116[2][e])

No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
10.1	Pets		Separate area for animals				
10.2	Health		Kept healthy and clean				
10.3	Kitty litter / Pet food		Inaccessible to children				
10.4	Pet droppings		Cleaned up each time, before children access area				
10.5	Pet toys		Inaccessible to children				
10.6	Risk Assessment		Has been completed and is current? Parent Authorisation recorded?				
10.7	General comments		Make notes in comments section				

Area 11 : Swimming pools, water play & bodies of water (R.116A)

No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
11.1	NO Safety issues identified on site		Sighted				
11.2	Minor safety issue identified - rectified immediately.		Provide description of issue and action taken				
11.3	Substantive safety issue identified - cannot be rectified immediately		Provide descriptio of issue and action taken to make area safe. What remedial action is needed & estimated time frame to fix issue				
11.4	Swimming Pool / Spa / Body of Water		Not accessible to FDC children				
11.5	Daily Safety Checklist completed		Is checklist completed and accurate?				
11.6	Specific Risk Assessment Completed		NA-FRM-18B to ensure children do not have access to water hazard				

11.7	Safety Device & Location		As Per Regulation 373				
11.8	Gate opens outward from the pool		Gate to be checked daily				
11.9	Gate swings back to the closed position after being opened		Gate to be checked daily				
11.10	Gate latches and stays closed after it returns to the closed position		Gate to be checked daily				
11.11	Gate is secured so that it can't be pulled open once latched		Gate to be checked daily				
11.12	Gate is secure and doesn't open if a child bounces on the bottom rail of the gate		Gate to be checked daily				
11.13	Gap between the gate and the pool safety barrier is less than 100mm		Gaps have been checked by Council				
11.14	Educator is aware of the dangers of propping the gate open		Discussed				
11.15	Latch is at least 1.5m from the ground		No climbing aids near the fence				
11.16	Fence is at least 1.2m high		No climbing aids near fence				
11.17	All fence panels are in place and in good condition		Checked daily				
11.18	All fence panels are securely attached and stable		Checked daily				
11.19	There are no gaps or holes in the fence		To prevent children climbing through the fence				
11.20	The ground below the fence is firm and stable		No holes, children or dogs cannot dig underneath the fence				
11.21	Pool aids and toys are removed from the pool and stored securely out of view after use		Nothing to attract children into the area				
11.22	Climable objects near the pool safety barrier have been removed. ie. chairs, ladders, trees, pot plants, BBQs		Checked daily				
11.23	Trees or shrubs near the pool safety barrier have been trimmed so that children can't use them to climb the fence		Regularly checked				
11.24	No objects within the climbable zone of 1200mm (within downward arc from top of fence)		Checked daily				
11.25	Are safety device/s in place and operating as designed		Checked daily				
11.26	Take photos of the pool / spa area, including the gate and fencing		Attach these photos to this document or upload to Dropbox				
11.27	Reg 373E - Condition on Service Approval: Water Hazard Safety Inspections		Has a water hazard safety inspection been conducted each month since 1 Sept 2022?				
11.28	Reg 373 G - Offences Relating to Water Hazard Safety Inspection Reports		Has Educator kept safety hazard inspection reports for at least 3 years after completion and are they available upon request?				
11.29	Wading Pools		Supervised when in use				
11.30	Wading Pools		Emptied after use				
11.31	Wading Pools		Stored to prevent water collection				
11.32	Wading Pools		NA-FRM-18D Risk Benefit Form completed & updated annually				
11.33	Fish Pond		Securely covered & less than 300mm full of water				
11.34	Water Play		Effective procedures that ensure direct supervision of enrolled children engaged in water play such as wading, paddling, vortex or water trolley at the residence / venue				
11.35	Is the Educator aware of the condition that every time a child is outside near the water hazard, they need to be directly supervised?		What measures are put in place?				

11.36	General		Add notes in the Comments section				
Area 12 : Educator Signature							
No.	Item	Sighted	How Risk is Minimised	N/A	To Do	Done	Comments / Recommendations
12.1	Educator Name		Please type name in comments section				
12.2	Educator Signature		Please sign in comments section (after finalized)				
12.3	Date of acknowledgement		Date document signed				