

2.1.1 Evidence of Indoor and Outdoor Checklists

Outdoor Daily Checklist Month October

Date	M T W T H F							9 10 11 12 13							16 17 18 19 20							23 24 25 26 27							30 31		
	M	T	W	T	H	F	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31								
Outdoor area is free of hazards e.g. broken equipment, rubbish, etc (also being aware of vandalism)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
External Walls/doors and windows in good condition	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Gates are locked/closed as applicable and latches are in working order.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
There is nothing near any fence/gate that would assist children to climb over	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
The effective height of all fences/gates meets standards	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
The sandpit is clear of rubbish (raked as appropriate)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Soft fall is clear of rubbish (e.g. syringes, broken glass, rocks) and other objects that may be a hazard if children fell.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Outdoor rubbish bins are inaccessible to children	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Equipment is clear of dangerous animals	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Playground is clear of poisonous plants	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Any rubbish/litter that may have blown into the yards are removed	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Concreted areas are swept	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Equipment and eaves are checked for spider webs and removed	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Equipment wiped down with warm soapy water (including handrails)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Spray insect repellent around doors, sandpit and outdoor area	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Staff Initial	KJ	TP	KJ	TP	MF	MF	KJ	KJ	MF	TP	TP	KJ	AB	MF	TP	TP	LS	AB	MF	TP	TP	MF	AB	MF	AB	MF	AB				

This check is to assist in conducting and recording inspections of all areas of the centre where foreseeable risks may have arisen overnight or where safety may have been affected since the last check.
If any Toys, equipment etc. need repair it is the educator's responsibility to write it in the maintenance book.

Indoor Daily/Weekly Checklist Month October 23

Date	2 3 4 5 6							9 10 11 12 13							16 17 18 19 20							23 24 25 26 27							30 31		
	M	T	W	T	H	F	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31								
Toys are stored safely	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Electrical outlets are capped with safety plugs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Mats are safely arranged	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
There are no hazards near the mats.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Cleaning materials etc. are stored out of children's reach	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Medicines stored out of children's reach	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Items such as scissors, knives, plastic bags etc. kept out of reach	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Entries and exits are clear and easily opened	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Rubbish bins are empty and clean	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
All Floors are clean and dry (mopped)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Surfaces the children have frequent contact with (eg. bench tops, and tables) have been cleaned	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Mattress covers cleaned and free from damage	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Mouthed Toys washed in warm soapy water after each use	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Toys on shelves or daily toys used wiped over	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Bathroom/Kitchen - wash taps, toilet seats, toilet handles and door knobs, mop floors	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Spray bottles all labeled clearly	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
FRIDGE TEMPERATURE below 5 degrees (write temp please)	4.8	4.9	4.9	4.9	4.9	4.9	4.9	4.9	4.9	4.9	4.9	4.9	4.9	4.9	4.9	4.9	4.9	4.9	4.9	4.9	4.9	4.9	4.9								
Weekly Checks																															
Toys and equipment eg. tables, chairs in good condition	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
All accessible toys are suitable for that age group	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Broken toys and equipment are removed	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Chairs clean and in good working order	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Col Mats are in good repair	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
First aid kit located out of children's reach	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Windows are not damaged	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Soft Items washed	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Cupboards are in good working order	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
All other toys used are washed with warm soapy water	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Cushion Covers Washed	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Sleep areas are safe and free from clutter	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Check for and remove any spider webs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					

This check is to assist in conducting and recording inspections of all areas of the centre where foreseeable risks may have arisen overnight or where safety may have been affected since the last check.
If any Toys, equipment etc. need repair it is the educator's responsibility to write it in the maintenance book.

Evidence of Service Audit completed by Management

COMPLIANCE CHECK	
WILL BE DONE BY UPPER MANAGEMENT	
Date	27/11/23
Drawers locked	✓
Anaphylactic chart displayed in foyer and up to date	✓ yes
Allergy charts	✓ yes
In the kitchen - does the kitchen have the same chart for all rooms - allergies	✓ yes
Anaphylactic children with action plan. Who are the children and what day do they come and what room are they in?	Finn - L (Kangaroos) Mondays (Aidan - left service 22/11/23) Laura (educator) M-F.
Children with medical needs have risk minimisation plans. What child needs one, what room are they in	✓
Menu up w current modifications	Give examples of what was on the menu and did it meet the nutritional value intended? macaroni & cheese smoothie bowl & granola mexican tuna with rice
Roster up and current w changes	✓
Emergency evacuation completed within 2 months and has an evacuation as well as a lockdown, medical emergency etc	Suggestions for improvement? ✓ evacuation 2/10/23 - no improvement ✓ lockdown 8/11/23 - " "
Prescribed info available	✓
Doors kept closed in particular kitchen and laundry	✓ yes

Laundry doors locked where chemicals are kept	✓
First aid box current and available, location clear	✓
Ratios under the roof correct?	✓
Nappy changing practices	Taavetra yes correct procedures followed no further training required
Who did you observe, did they follow the correct nappy procedure and is there any further training required?	
Sleep mats are spaced apart to allow educators and children to walk between them	✓
Sleep mats are cleared and stored correctly	✓
Tables and chairs are cleaned with soapy water before and after a meal	✓
Educators sit with the children at meal times and have interesting conversations with the children. Give examples of meeting practices and give recommendations on how to improve	✓ Koulos - all educators sitting with the children engaging & encouraging self serve.
In the older age group did the children self serve	✓
Supervision - educators are positioned correctly	✓
Educators are effectively interacting with their children. Any concerns?	✓ No concerns

Hazardous substances are not expired and are stored correctly	✓ yes
Accident reports are filed in correctly	✓ yes
Furniture and equipment is safe, clean and in good repair - please findings in maintenance book	✓ yes frames need re-painting/sanding
Current policies are available for families to review	✓
Water is assessable to all children	✓
Food is stored correctly - room kitchens are tidy and clean with no out of date items	✓
Programming	
Is the programme up and current?	Koulos - yes
Select one child from each room and assess the cycle of planning in accordance to what you would expect at A and R	Koulos - Ezekiel ✓ (Faliyah) Quokka - Kaleb ✓ (Danee) Dingo - Kangaroo - Finn/Mahina
Mat sessions are appropriate to the age group. Who took the mat session and what was the positive practice that you saw	Kangaroos - toilet training ball game
Environments are appropriate to the age group and reflects the programme	✓
All educators can answer questions regarding the programme. What was the question asked, who did you ask and did they demonstrate knowledge in their answer? Any further training required?	Taliyah - asked to see a programming cycle of Ezekiel (T3 or T4 ob) Mel - asked where program was and why she did a toileting activity today Khanh - asked to locate program

General	
Is the foyer clean and tidy with windows to the front door clean?	✓
All educators are wearing correct uniform and have hair tied up and tidy	✓ Somya & Hope - need badge
Rooms look inviting and clean	✓ Khanh - needs new back Tehira - lost needs new
Office clean and tidy	✓
All displayed material is current and in good condition	✓
Books that children can access is age appropriate and in good condition	✓