

Supervision of Children Policy and Procedures

At Bright Sparks Nursery we aim to protect and support the welfare of the children in our care at all times. The Head of Early Years and/or Deputies are responsible for all staff, students, supply staff and volunteers receiving information on health and safety policies and procedures in the nursery in order to supervise the children in their care suitably and safely.

Our staffing arrangements are organised to meet the needs of the children and ensure their safety. The Head of Early Years and/or Deputies are responsible for ensuring that all children are adequately supervised and that practitioners are deployed to ensure that the children's needs are met including whilst they are eating.

Staff are aware of their own position and of those around them, ensuring ratios are met at all times and that children receive high quality experiences, they are adequately supervising the children and are not left unattended whilst routine jobs are completed.

All staff must read, understand and adhere to all policies and procedures relevant to their role at all times.

Supervision Procedures

We ensure that children are supervised adequately at all times, whether children are in or out of the building, including eating through:

- Appropriately deploying staff members meeting the ratio and qualification requirements to ensure children's needs are met and continuing to monitor this across the setting regularly. This includes informing parents/ carers about staff deployment and, when relevant practically involving them in these decisions.
- Staff accurately recording the arrival and departure times of all children on the register as soon as a child arrives or departs from their room / nursery.
- Headcounts being regularly taken, the frequency of these must meet the needs of the nursery and or room. Transitions between rooms, outdoors- indoors transitions, free-flow play, toilet times, two rooms joining together and movement between floors will involve extra headcounts. This list is not exhaustive and staff should headcount frequently.
- Making sure that every child is always within the sight and/or hearing of a suitably vetted member of staff. Monitoring staff deployment across the setting regularly to ensure children's needs are met
- Risk assessing activities/ experiences and equipment to ensure children are not exposed to unnecessary risk, including removal of any choking hazard and fully supervising any activities that may pose a risk for example woodwork.
- Ensuring children are fully supervised at all times when using water play/paddling pools as we are aware that children can drown in only a few centimetres of water
- Taking special care when children are using large apparatus e.g. a climbing frame, and when walking up or down steps/stairs (Refer to Risk Assessment File)

P17c. EYD

- Staff will support children to identify, minimise and manage risks in their play
- Making sure staff recognise and are aware of any dangers relating to bushes, shrubs and plants when on visits/outdoors
- Supervising children at all times when eating; monitoring toddlers and babies closely and never leaving babies alone with a bottle.
- Supervising sleeping babies/children and never leaving them unattended (Refer to Sleeping child Policy)
- Never leaving babies/children unattended during nappy changing times
- Supervising children carefully when using scissors or tools, including using knives in cooking activities where this is required
- Increasing staff: child ratios during outings to ensure supervision and safety (please refer to External Visits/ Outings policy)
- Strictly following any safety guidelines given by other organisations or companies for example equipment both large and small, risk assessments for outings.

This policy is linked to:

EYD P8. External Visits

EYD P9. External Visitors and Volunteers

College P18. Health and Safety Working Procedures

College P18b. Risk Assessment Policy

EYD P11. Health, Safety and Welfare Inc. Body Fluid Waste

EYD P17a. Missing Child (On Site)

EYD P17b. Missing Child (Outings)

EYD P20a. Child Protection and Safeguarding

EYD P22 Sleeping Child

EYD P23a. Staff Behaviour

EYD P23b. Code of Conduct

Reviewed by AH March 2021

Reviewed by AH 20.09.2021

Reviewed by AH 18.11.2022

Reviewed by AH 21.09.2023