



Fledgelings Day Nursery

Child Supervision Policy

Policy Name:	Child Supervision Policy
Adopted By:	Louise Farrow-Brookes
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1. Policy Overview

The Company is committed to ensuring all children are kept safe and secure in our care. We ensure staff are well trained and recognise it is essential to ensure staff are effectively developed to keep children safe and meet their individual needs at all times.

The welfare requirements state "Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised, including whilst eating, and decide how to deploy staff to ensure children's needs are met. Providers must inform parents and/or carer about staff deployments, and, when relevant and practical aim to involve them in these decisions."

Children must usually be within sight and hearing of staff and always within sight or hearing.

All "Manager" responsibilities and actions referred to throughout the policy would usually be undertaken by the most senior person in charge, in the absence of the Nursery Manager.

2. Roles and Responsibilities

2.1 The Manager must:

- 2.1.1** Arrange staffing rotas to ensure child ratios and qualification ratios are met across the building each day, in accordance with the statutory framework.
- 2.1.2** Ensure staffing arrangements are made to support all children's needs and safety.
- 2.1.3** Ensure there are sufficient paediatric first aiders, emergency first aider at work and a Designated Safeguarding Lead present throughout every day.
- 2.1.4** Train all childcare staff in effective deployment and the safe supervision of children as part of induction and ongoing safeguarding training.
- 2.1.5** Regularly review and share all policies that include effective staff deployment, as referenced in section 4.0.
- 2.1.6** Complete regular visual risk assessment of each area, identifying and taking immediate corrective action if there are any areas or issues that would compromise effective deployment and child supervision.
- 2.1.7** Regularly review and clearly communicate effective contingency plans in the event of deployment challenges.
- 2.1.8** Seek support from the Area Manager as soon as practicably possible if assistance is required to maintain safe and effective deployment across the building.
- 2.1.9** Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratio may be made in line with the Statutory Framework guidance. The Manager must inform the Area Manager if this action is required.

2.1.10 Complete the security risk assessment, reporting any concerns to Facilities and ensuring it is reviewed and updated to meet the specific needs of the nursery at least annually.

2.2 Staff must:

2.2.1 Understand their responsibility and accountability for effectively deploying themselves on a daily basis. They must access company training and understand how deployment is consistently threaded through other company policies as referenced in section 4.0.

2.2.2 Ensure every child is within sight and/or hearing (and usually both) of an adult at all times. They must report any concerns to their line manager immediately. They must not rely on someone else to act.

2.2.3 Ensure any relevant risk assessments are understood and adhered to. They must inform the Manager if they identify any reason for the risk assessment to be reviewed and/or adapted.

2.2.4 Accurately and immediately record staff and child arrivals, departures, and transitions around the nursery on the FAMILY APP.

2.2.5 The Room Leaders must regularly monitor staff deployment across their room/s to ensure children are safe and their needs are met. They must report any concerns to the Manager immediately.

2.2.6 Support staff such as the Area Manager and Early Years Specialist must observe staff deployments and child supervision during their visits. They must take swift corrective action and share their findings with the Manager.

3. Procedures

3.1 Indoor environment

Staff must deploy themselves effectively to meet children's needs and ensure safety at all times. This must include:

- Being present and engaged with children at all times, either observing or interacting.
- Being aware of their key children and where they are throughout the day.
- Explaining and embedding safety rules and boundaries to children where age appropriate, enabling them to manage their own risks and develop self-awareness and independence.
- Agreeing who will be supervising adult-led activities or more "high risk" activities such as water play.
- Considering the times adult-led activities are planned for, and how many such activities are safely manageable at one time.
- Physically positioning themselves where all areas of the room can be monitored.
- Agreeing who is responsible for regular headcounts and accurately recording information relating to staff and child numbers throughout the day.
- Communicating if and why they need to leave the room.

- Being fully prepared and organised for the day to avoid preventable absences from the room.
- Effectively managing the number of settling and transition visits in consultation with the management team.
- Cooperating and working as a team to avoid miscommunication or ineffective deployment.
- Professionally challenging colleagues and coaching those who need additional guidance.
- Identifying, addressing and reporting potential risks due to ineffective deployment and supervision.
- Risk assessing activities/experiences and equipment to ensure children are not exposed to unnecessary risks, including removal of any choking hazards and fully supervising any activities that may pose this risk.
- Supervising children always when eating, monitoring toddlers and babies closely and never leaving babies alone with a bottle. Babies are always bottle fed by a member of staff.
- Supervising sleeping babies/children and never leaving them unattended.
- Never leaving babies/children unattended during nappy changing times.

3.2 Outdoor environment

3.2.1 In addition to all of 3.1, staff must:

- Ensure 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.
- Take special care when children are using large apparatus, e.g. a climbing frame, and when walking up or down steps/stairs.
- Support children to identify, minimise and manage risks in their play.
- Make sure staff recognise and are aware of any dangers relating to bushes, shrubs, and plants when on visits/outdoors.
- Adhere to all checks and risk assessments relating to the outside/garden area before accessing.
- Physically position themselves to ensure all areas are being monitored by a nominated person, including exit routes, access back into the building and potential "hiding" spaces.
- Agree and communicate how toileting will be managed if needed.
- Agree and communicate the procedure for evacuating the area in the event of increased risk such as poor weather, intruder, accident etc.
- Consider and risk assess whether deployment and supervision would be effective if mealtimes and sleeping took place outdoors, if appropriate.

3.3 Drop off and collection

3.3.1 Manager must manage the expectations of parents/carers at collection and drop off times, explaining that the safety of all the children is paramount and that the parent/carer resumes/retains parental responsibility for their child whilst they are on the nursery premises.

- 3.3.2** Managers and staff must explain to parents during the settling in process why feedback and handovers must not take place in open doorways or corridors, distracting staff from supervising the children.
- 3.3.3** In the event of a parent/carer requiring longer feedback or discussions at collection/drop-off, the room/team leader or key person must call the Manager to arrange cover or to arrange an alternative, mutually agreeable time to conduct the meeting.
- 3.3.4** Staff may discuss the option of using FAMLY as an additional/alternative means of providing the appropriate level of feedback with the parent/carer.

3.4 Mealtimes

Effective deployment and supervision of babies and children during mealtimes is critical for their safety and wellbeing, as well as their social development.

- 3.4.1** Staff must follow procedures and complete all paperwork as required in the relevant policies and manual listed in 4.0.
- 3.4.2** Any incidents and/or near misses must be reported to the Manager without delay, who must inform Area Manager. Corrective action must be agreed and communicated as soon as practicably possible.
- 3.4.3** Managers must ensure they complete the Effective Mealtime Observation at least once a quarter in each of the playrooms (Appendix 1).

3.5 Transitions around the building

- 3.5.1** Movement around the building (transition to other age groups, sensory rooms, eating areas, gardens etc.) requires close and attentive supervision throughout the transition.
- 3.5.2** Staff must follow procedures and complete all forms/apps as required in the relevant policies and manuals listed in 4.0.
- 3.5.3** Any incidents and/or near misses must be reported to the Manager without delay, who must inform the Area Manager. Corrective actions must be agreed and communicated as soon as practicably possible.

3.6 Walks and outings

- 3.6.1** Leaving the nursery premises with children requires careful preparation and organisation to ensure the children's safety is not compromised and any potential risk is minimised.
- 3.6.2** Staff must follow procedures and complete all paperwork as required in the relevant policies and manual listed in 4.0.
- 3.6.3** Any incidents and/or near misses must be reported to the Manager without delay, who must inform the Area Manager. Corrective action must be agreed and communicated as soon as practicable.

4. Additional Supporting Information

4.1 See also:

- Lost and Missing Child Policy
- Outdoor Policy
- Safe and Effective Mealtimes Policy
- Safeguarding Policy
- Transitions Policy
- Walks and Outings Policy

4.2 When considering effective deployment and supervision, staff must consider the following key principles to embed consistency, eliminate complacency and minimise risk:

- Communication
- Cooperation
- Expectation
- Explanation
- Organisation
- Preparation

5. Appendices

Appendix	Description
1	Effective Mealtime Observation

6. Review History

Date Approved	Reviewed By
03/01/2023	Louise Farrow-Brookes
04/12/2023	Louise Farrow-Brookes