



# SUPERVISION OF CHILDREN POLICY

Reviewed on	Approved by
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17.05.2023 S.Crump	

## INTRODUCTION

At Charters Ancaster Nursery and Forest School we aim to protect and support the welfare of all children in our care at all times, and ensure that staffing arrangements are adequate to meet the needs of the children.

## LEGAL OBLIGATIONS AND DUTY OF CARE

All staff are under a legal duty to exercise 'reasonable care' to ensure that all children are kept safe. We recognise that on occasions, accidents will happen. However, the Supervisions Policy seeks to ensure that staff consider their position and recognise their supervision responsibilities. Children are never to be left unattended in the Nursery. Charters Ancaster Nursery seeks to employ staff in numbers to meet ratio's at least required by law but often better than the expected ratio of staff to children.

The ages and capabilities of all children are taken into consideration and there is an understanding that whilst independence is encouraged, the Nursery children are still very young and will require constant supervision.

Risk assessments are made and kept updated as necessary for both on site and off- site activities, and the nursery rules seek to eliminate (or significantly reduce) anticipated risks, these rules are communicated to the children at their age level and regularly revisited. All staff are aware of their supervisory responsibilities, a breach of which would be considered very serious. Where there has been an accident/incident that had not been foreseen, the risk of repetition is considered, and risk assessments are made. Parents are to be informed should this happen, and the appropriate paperwork completed by relevant members of staff and the Nursery Manager.

## NEGLIGENCE

If a claim for negligence is brought against the Nursery it is important to show that adequate supervision plans exist. High standards of supervision must be maintained at all times by staff. These will be within or better than ratios set by the government.

Charters Ancaster Nursery has the following measures in place to safeguard its children:

- ✓ If a child must be sent home unwell, they will not be allowed to leave the Nursery premises until their parent or guardian is aware of the situation. In the unlikely event of a child needing hospital treatment in an emergency, a member of staff will accompany the child until the parent or guardian arrives and assumes responsibility.
- ✓ If a child is too unwell to attend nursery, or cannot attend for any other reason, the Nursery must be informed by the parents or guardian by 10am at the latest in the morning and 2.00pm in the afternoon or the first day of absence. If the Nursery is notified of the absence of a child, this information is entered in the register and staff are informed. (See the Attendance policy)
- ✓ Staff members are responsible for accurately recording the arrival and departure times

of children on the Family register as soon as they arrive or leave the setting. Staff working with children will carry out regular headcounts, especially at transition times when someone leaves/enters the rooms.

- ✓ At all times, staff supervision will always be within or better than the guidelines set by EYFS and Ofsted. E.g. Under 2yrs - 1 adult: 3 children, under 3yrs - 1 adult: 3 children, 3 to 5yrs - 1 adult: 8 children (Qualified teachers when ratio can be 1 adult; 13 children). Staff are made aware of these guidelines when they start and are responsible for maintaining them throughout their working day. If staff find any issues with staffing, then they should consult the Nursery Management Team who will put a solution in place.
- ✓ Classes are always supervised and staff members working with children should always be vigilant including in free-flow, mealtimes, sleep times, during changing, and whether children are inside or outside of the building. Children will always be within sight of or hearing of a member of staff, if not both. Children should not be left with other adults except checked Nursery staff at any time.
- ✓ If a staff member needs to leave the room to complete a task such as seeing a child out to a parent or toileting or changing a child which takes them away from the group, they must communicate this with other staff so that appropriate supervision can be put in place or adapted.
- ✓ As part of the Nursery's requirements to protect the children in its care, all visitors to Charters Ancaster Nursery are expected to sign in and out in the nursery. Regular practitioners wear polo shirts with the nursery logo. All other adults should wear badges or lanyards identifying who they are.
- ✓ The nursery will share and update parents and careers of staff deployment, including support staff.
- ✓ All staff should be prepared to challenge strangers on the premises, and to report concerns to the Office.
- ✓ At all times there will be at least ONE member of staff trained in Paediatric First Aid on site and this includes on trips out of Nursery.
- ✓ There are staff duty rotas for supervision during Nursery opening hours, this includes early waiting, lunch and late waiting throughout the year. Punctuality and reliable attendance therefore is of paramount importance.
- ✓ Staff should be particularly vigilant at arrival and collection times. If more than one handover is needed at the same time then parents/carers should be asked to wait until there is a practitioner free to ensure an appropriate handover is given.