



Our Lady's Preparatory School and Day Nursery

Child Supervision Policy 4.3

Background to the Policy

Supervision is one of the key requirements in the prevention of accidents and injury throughout the school and nursery. Teachers and Nursery Staff require the skills to be able to assess potential risks during supervision and be able to implement changes to supervision to avoid accident or injury. New and casual staff should be informed of potential supervisory risks according to each individual child in a confidential and sensitive way.

Aims of the Policy:

- To ensure the potential for accidents and injury to children is reduced.
- For staff to be aware of the variables relating to supervision.
- To ensure safety for children when participating in off site activities.
- For staff to evaluate supervisory practices.

Parents will:

- Hand children over to a staff member on arrival and ensure a staff member is informed when departing the premises.
- Inform staff in advance if someone other than a parent will be collecting the child.
- Ensure that all the Emergency Contact information held by Our Lady's is kept up to date **at all times**.
- Inform staff of any current or pending court orders affecting the child and provide the School or Nursery with a photocopy of the court order to be kept with the child's records.
- Adhere to the correct collection procedures.
- Ensure that front gates and doors are closed after entry or exit.

- Refuse to allow others to enter the building by leaving the door open or following them in, in order to prevent “tailgating”.

Staff will:

- Never leave a child unattended on the nappy change table/mat.
- Ensure infants are securely buckled into highchairs and the drop side of cots must be raised when children are in cots.
- Never leave a child unattended to eat or drink, including from bottles (choking is often silent).
- Ensure that all children are within sight and/or hearing of staff at all times.
- Ensure that where multiple areas are available to children at the same time (indoor/outdoor activities) all areas are supervised.
- Position themselves (by not sitting with their back to the children) and arrange equipment, furniture and activities appropriately.
- Communicate effectively by informing other staff if they are leaving an area.
- Be aware of the ‘Security Policy’ procedure and ensure children are only released to parents or other authorised people under agreed collection arrangements.
- Be flexible to allow for small groups of children who may require supervision e.g. a group of children who are still eating their lunch.
- Be aware of the cultural and individual supervision needs of each child e.g. a child may require private space but will still need to be supervised.
- Ensure younger children’s safety is not compromised in mixed age groups.
- Regularly evaluate their supervisory practices through staff meetings, staffroom discussions and at other times when required.
- Do regular headcounts of children in their care (especially when entering the playground or hall & on leaving the playground or hall).
- Be aware of where every child is at all times.
- Discuss best position points of supervision (especially in the playground) to avoid clustering in one spot. Supervision should be active and interacting with the children (not just standing and watching).
- Ensure staff-to-child ratios are correct at all times to assist supervision.
- Encourage older children to inform staff members when they are leaving an area to use the bathroom.
- Challenge any stranger to the nursery or school in a friendly way e.g. “Hello, can I help you?” (Observe the person’s actions and escort them to where they want to be).

- Ensure at least one staff member is allocated to supervise a paddling pool or water play activity. If this is not possible, this activity should only be held at another time. A water trough must be emptied before leaving the playground, as the group entering the playground after may not be aware that it has water in it. Children must not be permitted to enter a room with a water tray filled with water unless they are closely supervised.
- Ensure front gates and playground gates are closed after entry and exit.
- Follow a close-down procedure as they vacate their room:
 - Correct number of children are placed in the care of late shift staff.
 - Doors and windows are locked. Extra heaters / fans are turned off as staff vacate the room.

School / Nursery Management will:

- Ensure that the correct child to staff ratios are adhered to at all times and that staff left with groups of children will hold the appropriate qualifications.
- In the Reception Class where the majority of the pupils are aged 5 and over within the school year, the Staffing Ratio is 1:30 providing the person has Qualified Teacher Status (QTS) status, Early Years Professional Status (EYPS) status or another suitable Level 6 Qualification.
- For children of three and above with a person with QTS status (or other suitable person as defined above), the ratio is 1:13 and at least one other member of staff is required to hold a Full and Relevant Level 3.
- If there is no person with QTS or other suitable person as defined above, the staffing ratio must be 1:8. At least one other person must hold a full and relevant Level 3 Qualification. At least half of all other staff must hold a full and relevant Level 2 Qualification.
- Children who are Rising 3s – if those rising 3 in their first term at the setting are in a separate group, they count as being 2 years old and the staffing ratio for 2 year-olds applies.
- Children aged 2 – the staffing ratio must be at least 1:4. At least one member of staff must hold a full and relevant Level 3 qualification and at least half of all other staff must hold a full and relevant Level 2 qualification.
- Children aged under 2 – the staffing ratio must be at least 1:3. At least one member of staff must hold a full and relevant Level 3 qualification and have suitable experience of working with children under 2. At least half of all other staff must hold a full and relevant Level 2 qualification. At least half the staff must have received specific training in the care of babies. The member of staff in charge of the babies' room must have suitable experience of working with children under 2 years.

- Support staff in developing a plan for improving facilities and correcting problems if effective supervision is difficult due to the design of buildings or grounds.
- Maintain current records relating to emergency contacts, court orders and custody issues.

Variables for Effective Supervision

When supervising children, staff should take account of the following.

- Number of children
- Number of staff
- Experience, knowledge and skill of each staff member
- Developmental profile of each child
- Current activity of each child (e.g. running, climbing, eating, drinking)
- Characteristics of each child and each group of children
- Accident and emergency procedures
- Characteristics of the setting:
 - potential hazards
 - visibility
 - accessibility
- Spaces available:
 - - indoors
 - - outdoors
 - - during outings

Monitoring & review

The School will review this Policy every year and any guidance or advice published by the DfE, ISI and/or any other relevant bodies will be monitored on an ongoing basis, in the event that ad-hoc amendments or revisions are appropriate outside of this timeframe.

Reviewed: August 2017

Signed:



Helene Robinson -Headteacher

To be reviewed: 12 months from "Reviewed" date