

## **Supervision Policy**

*The Learning and development requirements 1.10 And The safeguarding and Welfare requirements 3.26; Each Child must be assigned a key person (a safeguarding and welfare requirement) Providers must inform parents/ carers of the name of the key person, and explain their role, when a child starts attending a setting. The key person must help ensure that every child's learning and care is tailored to meet their individual need. (As well as in accordance to 3.27); to help the child become familiar with the setting, offer a settled relationship for the child and build relationship with their parents.*

### **Supervision of children**

All children in our care must be fully supervised at all times by experienced members of staff. Staff must be aware of how many children they have in their charge at all times and exactly where these children are. All activities must be supervised appropriately bearing in mind the ages and abilities of the children and the complexities of the activity i.e. water play, cutting etc.

Staff must place themselves in the best position to achieve optimum visual supervision when they are both indoors and out. Particular areas may require dedicated supervision e.g. the trim trail and climbing frame. Staff should always be within sight and/or hearing of the children. EYFS statutory framework states;

***Staff: child ratios 3.28** Staffing arrangements must meet the needs of the children and ensure their safety. Providers must ensure that children are adequately supervised and decide how to deploy staff to ensure children's needs are met. Providers must inform parents/carers about staff deployment, and when relevant and practical, aim to involve them in these decisions. Children must usually be within sight and hearing of staff always within sight or hearing.*

Staff are to interact with the children without disturbing the flow of free and creative play. Staff should remember that free play in the garden is a social experience for the children and not the staff. Inappropriate behaviour should be addressed as soon as possible using strategies from the nursery's behaviour policy.

It is nursery policy to ensure that staff have signed all children on the register and allocate a key person. Key person must also be marked on the register.

***Information about provider 3.76** – A daily record of names of the children being cared for on the premises, their hours of attendance and names of each child's key person*

Staff are to complete a register/headcount upon entering and leaving the playrooms on the register to ensure all children are accounted for at all times throughout the day. A member of staff should always be the last to enter the room and do a final check of the garden/manic monsters for any children before closing the door behind them.

### **Supervision of new staff/students**

All members of staff working in the nursery are required to complete a DBS check on acceptance of their post. Until clearance has been received along with 2 references new staff are unable to commence employment. The same applies to all students and visitors to the nursery.

Agency and Bank staff will not be allowed unsupervised access to the children until the Nursery/ Deputy Manager and senior member of staff in the room considers it appropriate.

If any member of staff witnesses' inappropriate behaviour by another staff member, it should be challenged if appropriate and the correct procedure explained, otherwise it should be reported to the Nursery/deputy manager or senior member of staff.

As mentioned in our Safeguarding policy and procedure; no member of staff should ever be in any room on their own for the safety of all children and staff at Monty's.

*This policy was revised at a meeting on 1<sup>st</sup> September 2014. Emma Taylor (Nursery Manager) and Kerry Allen (Deputy Manager) were present.  
(Policy and procedure will next be revised during the month of September 2015).*