



# **Supervision of Children Policy**

**Reviewed: July 2025**

**To be reviewed: July 2026**

At Little Learners Nursery Group, Following the Statutory framework for the early years foundation stage (EYFS) staffing arrangements must meet the needs of all the children and ensure their safety. This policy is in place to reinforce the guidance of the EYFS and also adopt the guidance of the NSPCC on supervision.

### **Section 3.42 of the EYFS states –**

*Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised, especially whilst eating, and decide how to use staff to ensure children's needs are met. Providers must inform parents and/or carers about how staff are organised, and, when relevant and practical, aim to involve them in these decisions.*

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

**3.63** *Whilst children are eating there should always be a member of staff in the room with a valid paediatric first aid certificate.*

The Nursery Director, Executive Leader and Nursery Managers are responsible for all staff, students/volunteers and relief staff receiving information on health and safety in the nursery in order to supervise the children in their care suitably.

Staffing arrangements are organised to meet the needs of the children and ensure their safety. The Nursery Directors, Executive Leader and Nursery Managers are responsible for ensuring that all children are adequately supervised and that practitioners are deployed to ensure children's needs are met.

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

It is the responsibility of The Nursery Directors, Executive Leader and Nursery Managers to read, understand and adhere to all policies and procedures and act in accordance with current legislation and good practice. It is also their responsibility to support the staff to do the same and ensure all policies and procedures are followed correctly.

## **Registers**

Staff must record the arrival and departure times of all children on the daily registers as soon as a child arrives or leaves the nursery room, this includes settling in sessions or stay and play sessions.

Managers/Senior members must check to ensure registers reflect the attendance of all children on a daily basis and these are filed and stored appropriately.

## **Head Counts**

Headcounts are undertaken regularly, the frequency must meet the individual needs of the nursery. This could be:

- When children arrive or leave the nursery
- When entering/leaving an area, moving between indoors and outdoor areas
- Groups join together
- When going to and from the bathroom areas, hall or gym
- When children visit from another room etc
- Additional headcounts - Any outings or trips – these are done more frequently.

## **Supervision**

All staff must be vigilant and aware of the following:

- Whether children are in or out of the building, they must be supervised at all times
- Be aware that children can drown in only a few centimetres of water; children must be fully supervised at all times when using water play/paddling pools and risk assessments completed daily.
- Special care should be taken when children are using large apparatus e.g. climbing frame, and when walking up or down steps/stairs
- A member of staff must supervise large outdoor play equipment at all times
- When outdoors, staff must be aware of any dangers relating to bushes, shrubs and plants

- When outdoors staff must be deployed appropriately to ensure each part of the play area is supervised
- Children must be supervised at all times when eating, toddlers and babies should be closely monitored. Babies will never be left alone with a bottle and will always be bottle fed by a member of staff
- Children must be carefully supervised when using scissors at all times
- Children must be carefully supervised when using knives for cooking/snack activities or other tools
- Staff must deploy themselves appropriately in order to have line of sight for all children
- Staff must support children to identify, minimise and manage risks in their play
- Staff must never leave a child unattended during a nappy change
- Ratios increase when off site
- Staff are not to be alone with children without line of site
- Strictly follow any safety guidelines given by other organisations or companies relating to the hire of equipment or services eg. Hire of a bouncy castle

The supervision of children and deployment of practitioners should ensure the safety and well being of the children at all times, ensuring children are cared for, ratios are met and that children are not left unattended whilst routine jobs are completed.

When a staff member is required to complete a task, which will momentarily take them away from the main group, e.g. Taking a child to the toilet, nappy changing, etc. They must communicate this with other staff to ensure supervision and deployment of staff is adapted accordingly until that member returns.

Staff must be extra vigilant when parents are collecting or dropping off their children. Each arrival/departure must be accompanied with a handover between the children's key worker and parents.

### **Early Years provider ratios**

- For children aged under two: At least 1 member of staff to 3 children 1:3
- For children aged two: At least 1 member of staff to every five children 1:5

- For children aged three and over: At least 1 member of staff to eight children 1:8
- If a practitioner has Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification working directly with the children the ratio can be one member of staff for every 13 children. 1:13

Ratios and supervision levels will vary depending on the number of children in the nursery and also the behaviour and abilities of the children in the group. Considerations and decisions will be made if a child requires 1:1 to meet their individual needs.

The National Society for the Prevention of Cruelty to Children (NSPCC) recommends having at least 2 adults present, even with smaller groups. Little Learners Nursery Group follows this guidance of supervision and will always have at least 2 practitioners supervising the children.

All practitioners must adhere to this ratio and supervision policy for the protection and welfare of the children in their care and, also the protection of themselves.

The Nursery Directors, Executive Leader and Nursery Managers are responsible for all staff, students/volunteers and relief staff receiving information on health and safety in the nursery in order to supervise the children in their care suitably.