



EYFS Supervision Policy

Updated
September 2018

St Faith's Prep School EYFS Supervision Policy

This policy applies to Sandcastles Nursery including 'early,' 'late' and 'wrap around care' and all staff, volunteers and visitors in Sandcastles Nursery.

(Please note that the term 'parents' also relates to carers and those with legal guardianship of children)

At Sandcastles Nursery we aim to provide a safe and well supervised environment for every child by protecting and supporting the welfare of the children in our care at all times. The Headmaster (Mr Lawrence Groves) in conjunction with the Deputy Head (Mrs Helen Coombs) and the Nursery Manager (Mrs Sarah Reynolds) is responsible for all staff, students and relief staff receiving information on health and safety policies and procedures in the Nursery in order to supervise the children in their care.

Staffing arrangements must meet the needs of all children and ensure their safety. Within the EYFS we ensure that children are adequately supervised and decide how to deploy staff to ensure that the children's needs are met. We inform parents 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 and always within sight or hearing.

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 are allocated an area of responsibility in the room and it is their duty to supervise the children that visit this *area*.

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 sandpit.

It is Nursery policy to ensure that staff 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.

Sandcastles Nursery:

Supervision of Children:

We ensure that children are supervised adequately at all times, whether children are in or out of the building through:

- Appropriate regulatory ratios (1:4 for two year olds and 1:8 for children over three years.) It should be noted that students and/or volunteers are not included in ratios.
- Maintaining ratios for all routines and activities within the Nursery and in other locations around the school, such as specialist sport in the school hall.
- Increasing staff/child ratios during outings to ensure supervision and safety.
- Carrying out daily risk assessments for both the indoor and outside environments.
- Carrying out risk assessments for specific activities as appropriate, such as a cooking activity.

St Faith's Prep School EYFS Supervision Policy

- Making sure that every child is always within the sight and/or hearing of a suitably vetted member of staff; monitoring staff deployment across the setting regularly to ensure children's needs are met.
- Ensuring 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.
- Taking special care when children are using large apparatus e.g. a climbing frame, and when walking up or down steps/stairs, including having one member of staff supervising large outdoor play equipment at all times.
- Making sure staff recognise and are aware of any dangers relating to bushes, shrubs and plants when on visits/outdoors.
- Supervising children at all times when eating.
- Supervising sleeping children and never leaving them unattended.
- Never leaving children unattended during nappy changing times.
- Supervising children carefully when using scissors or tools including using knives in cooking activities
- Strictly following any safety guidelines given by other organisations or companies relating to the hire of equipment or services, such as the hiring of a bouncy castle in which case at least one member of staff **must** supervise the children at all times.