

Supervision of Children

The nursery manager is responsible for all staff, students and relief staff receiving information on health and safety in the nursery in order to supervise the children in their care suitably.

Supervision

- In order to supervise a child sufficiently staff children must be in sight or hearing distance of them.
- Ratios must be adhered to at all times and the manager on duty must be informed immediately if this is not the case.
- The manager on duty will implement the necessary actions from the contingency plans should a room find that they are not meeting the relevant adult to child ratio. This may include reorganisation of the nursery room, staff and children, contacting staff to start early, arranging for additional staff through the casual team or agency.
- 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
- 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
- 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
- Children must be carefully supervised when using knives for cooking activities
- During outings staff/child ratios will be increased to ensure supervision and safety (please refer to Outings policy) where appropriate.
- If the nursery has hired a bouncy castle for the day then STRICT safety guidelines should be followed as laid down by the hiring company. A member of staff **MUST** supervise the children at all times.

Risk assessments will inform decisions about whether to increase the amount of adults to children for particular activities.

Internal use only

This policy was adopted on	June 22
Signed on behalf of the nursery	
Date disseminated to staff	
Date for review	June 23

