



Supervision of children

February 2024

At Elsworth Pre-School we aim to always protect and support the welfare of the children in our care. The Pre-School Manager is responsible for all staff, children and relief staff receiving information on health and safety policies and procedures in order to supervise the children in their care suitably.

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

- 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.
- Accurately recording the time of arrival and departure of each child on the daily register (see Arrivals and Departures policy).
- Perform regular head counts.
- Ensuring ratios are met at all times.
- Ensuring children are fully always supervised when using water play 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 always supervising children using large outdoor play equipment.
- Making sure staff recognise and are aware of any dangers relating to bushes, shrubs, and plants when on visits/outdoors.
- Always supervising children when eating.
- Supervising sleeping children, checking on them every 5-10 minutes, from the point they fell asleep.
- 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 e.g. hire of a bouncy castle, animal visit and a member of staff **MUST** always supervise the children.

Adopted on:	20 th February 2024
Adopted by:	Sophie Mills, Interim Pre-School Manager Hannah Holland, Chair of Trustees
Next Review Date:	20 th February 2025