

## **Supervision of Children Policy and Procedure**

At Townsend Montessori Nurseries, we aim to protect and support the welfare of the children in our care at all times. The nursery manager is responsible for all staff and students receiving information on health and safety policies and procedures in the nursery in order to supervise the children in their care suitably.

### **Supervision**

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

- Following the recommending guidelines for staff:child ratios:
  - Children under two years           1 adult : 3 children
  - Children aged two years           1 adult : 4 children
  - Children aged three plus years   1 adult : 8 children

(However, we also run over the recommended ratio where possible and have several staff in a supernumerary role i.e Nursery Manager and Montessori Teachers)

(Please refer to the 'Visits & Outings Policy' for information on staff:child ratios)

- Making sure that every child is always within the sight and/or hearing of a suitably vetted member of staff (please refer to the Safeguarding Children policy and procedure).
- Monitoring staff deployment across the setting regularly to ensure children's needs are met. This is carried out through staff rotas which are continually monitored throughout each day
- Ensuring there a minimum of two staff on duty at all times
- Ensuring children are fully supervised at all times when using water play
- 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; children's allergies must be adhered to at all times, staff are personally responsible for ensuring allergy information is followed and failure to monitor children at these times will be seen as Gross misconduct. Monitoring toddlers and babies closely and never leaving babies alone with a bottle. Babies are always bottle fed by a member of staff
- Supervising sleeping babies/children (please refer to safe sleep policy)
- For baby and toddler age rooms, staff will not use chairs to sit on. This is to enable all engagement and handling of babies and toddlers to take place at a floor-based level.
- Supervising children at all times when using technology
- Never leaving babies/children unattended during nappy changing times (please refer to nappy changing policy)
- Supervising children carefully when using scissors or tools including using knives in snack and cooking activities

- Increasing staff: child ratios during outings to ensure supervision and safety (please refer to the Visits & Outings policy)
- Ensuring regular headcounts take place throughout the session and upon leaving and entering the area i.e classroom/garden. All staff are to be aware of how many children are in attendance at all times.
- Access to outdoor areas will be carried out in small groups. Staff will communicate with other members of their team the number of children they have in their group, ensuring each know how many children remain under their supervision.
- Staff will not carry more than one child at a time and are to request support from other staff, i.e management, to help transition between areas of the nursery.
- 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 and a member of staff MUST supervise the children at all times.

<b>This policy was adopted on</b>	<b>Date for review</b>
20.12.19	December 2020

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