



Supervision of Children Policy and Procedures

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NEXT VERSION DUE BY:	June 2026

Supervision of children policy

The Management Team are responsible for all practitioners, students, volunteers, and agency receiving information on health and safety within the nursery about how to supervise the children in their care suitably.

Staffing arrangements are organised to meet the needs of the children and ensure their safety. The Management Team are responsible for ensuring that practitioners are deployed to ensure that children's needs are met and that all practitioners are aware of the procedures in place to adequately supervise the children at all times.

It is the responsibility of all practitioners to read, understand, follow and adhere to all policies and procedures and act in accordance with current legislation and best practice.

Supervision of children procedures

Attendance records

1. Practitioner must accurately record the arrival and departure times of all children on the daily register as soon as a child arrives or leaves the nursery or arrives or leaves the room, for example goes on an induction (internal too)/ appointment.
2. The room Senior or person in charge must check to ensure that the registers accurately reflect the attendance of all children throughout the day.
3. Only one child at a time can be admitted and taken from a parent/carer by a member of staff into nursery on arrival and departure.
4. The total number of children in session at any time should be recorded on the wipe boards clearly for all to see. This must be amended when a child arrives or departs.
5. Practitioners will verbally communicate and notify one another when a child has arrived or departed.

Headcounts

Headcounts – every member of staff must count children regularly throughout the session and communicate this with team members when doing so.

When transitioning throughout the day e.g., indoors to outdoors or vice versa, a nominated member of staff will read each child's name through daily register with a child acknowledgment required and second member of staff counts children.

For the rooms located on the first floor, when all children are accessing outdoor play, a nominated person will take a register of all children present outside.

Person who is carrying out head count will make it clear for full team who and when is doing this.

Headcounts must be undertaken regularly, the frequency of these must meet the needs of each individual room.

This could be when:

- A child arrives or leaves nursery
- A child arrives or leaves the room on settling in session
- A child arrives or leaves the room when visiting from another room e.g., Music session
- The group of children move e.g. between inside and outside area in setting where free flow play is not possible
- Rooms join together
- When bathroom routine is taking place.

A record of the headcounts and who it was completed by must be recorded on the head-count monitoring form.

In addition to this a named person will sweep the room/environment before exiting and closing any doors. A sweep of the room includes:

- Visually checking all hidden areas e.g. cosy corners, hedgehog house, the climbing frame, the play-house, wooden block storage, tunnels and any other areas that are not visible to the human eye without physically checking
- Visually checking bathrooms including checking each cubicle and nappy change area
- Visually checking corridors and stair-wells and intervention rooms

A named person should not close any doors leading to any environments they are leaving until a full headcount and thorough sweep has been completed and all children are accounted for.

Supervision

Each individual staff member will 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.

- Staff will nominate between themselves an individual within their base room to carry out headcounts and gain confirmation of headcount numbers from their colleagues throughout the day. This ensures all children are present and accounted for and correct ratios are always maintained. All room staff will support each other, staff will also be responsible for ensuring registers are always kept up to date.
- The supervision of children by practitioners should always ensure the safety and wellbeing of the children. Practitioner should be aware of their own position and those around them, ensuring children are cared for and ratios are always met and that children are not left unattended whilst routine jobs completed.
- When a practitioner is required to complete a task which will momentarily take them away from the main group of children e.g. taking child to the toilet or fetching something they must communicate this to colleagues who must ensure that supervision and deployment is adapted accordingly. If a child is leaving the room with them e.g. for nappy changing this must also be communicated.
- There may be times throughout the day when a child changes rooms for a period e.g. settling in before moving up to another room. The Room Senior or responsible person must sign the child in and out of both rooms register.
- Be aware that children drown in only a few centimetres of water; children must always be fully supervised when using water play.
- Special care should be taken when children are using large apparatus e.g. climbing frame, and when walking up or down steps/stairs
- A practitioner must always supervise large outdoor play equipment
- When outdoors, practitioners must be aware of any dangers relating to bushes, shrubs, and plants.
- Children must always be supervised when eating, toddlers and babies should be closely monitored. Babies will never be left alone with a bottle and will always be bottle fed whilst being held by a member of staff.
- No hot drinks are permitted in room, practitioners are only allowed to drink cold drinks from open single use plastic cup or their own water bottle.
- Children must be carefully supervised when using scissors.
- Children/Babies must be carefully supervised whilst sleeping and regular checks are recorded in line with our Safer Sleeping Policy
- Children must be carefully supervised when using knives for cooking activities.
- Babies/children must never be left unattended on high level changing units (please refer to Intimate Care Policy)

Staff can carry out any additional headcounts on top of the minimum requirements as they see fit. In addition to these verbal headcounts, staff

and children numbers will be recorded daily in the nursery registers and wipe boards.

For the purpose of this policy Management Team refers to Nursery Manager, Deputy Nursery Manager and Senior Practitioners.