**Mucky Pups Pre-School**

**Supervision of children**

**Aim**

*The aim of this policy is to ensure that all children are supervised correctly with the correct staff to child ratio so that they are safe, secure and appropriately supervised while they are with us.*

The EYFS statutory guidance which states that:

“Children must **usually** be within sight **and** hearing and **always** within sight **or** hearing of a member of staff.”

**EYFS statutory framework April 2017**

Staff **must** be suitably positioned to ensure that any problems that a child may encounter may be dealt with promptly. The level and nature of the supervision will vary according to the ability of the children and nature of the activity being provided.

When supervising children, the following points should be adhered to at **ALL** times:

* Whether children are in or out of the building, they must be supervised at all times, children must **NEVER** be left outside or inside on their own, headcounts should be carried out when ensuring all children are in or out of the building.
* Staff: child ratios must be kept in line with the current EYFS statutory framework at all times.
* Staff must be aware of where children are and deploy staff appropriately. EG; if there are more children outside than inside, more staff should be outside than inside.
* 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.
* Children must be supervised at **all times** when eating. At least one member of staff should be sat at each table with the children eating.
* Children must be carefully supervised when using knives or graters for cooking activities.

NB: Children must be supervised closely during ‘High risk’ times;

* Lunchtime when children are coming and going, collecting packed lunches, washing hands etc. staff will maintain ratios by ensuring that each member of staff is allocated an area and remains within that area to supervise all children there moving to the main room as ratios demand (see lunchtime procedures)
* Pack-up time at the end of the day – regular headcounts
* Snack time- NO child should be left alone while they are eating (see snack procedure)
* Hand-overs- moving between spaces, leaving areas, taking breaks or writing forms. The movement of staff leaving the area, room or activity will ensure that they inform another member of staff before leaving/moving, they check the ratio level is correct, they verbally make sure the new member of staff is given the information required to continue the safety and learning of the children. (see exit and entrance procedure)
* Drop off and Pick-up-During times when a lot of children arrive/leave (AM drop off, 1PM pick up/drop off and 5.30 pick-up) a member of staff will be designated to ‘being on the door.’ This means they are responsible for seeing all parents and children out through the nursery door to ensure no children leave the room without the person who has collected them. If this member of staff needs to move away from this for whatever reason (EG: writing an accident form/ dealing with an incident) they must ask a member of staff to take over form them.
* Outings During outings staff/child ratios will be increased to ensure supervision and safety (please refer to Trips & Outings policy).

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Date policy adopted: 2nd September 2021 Date for review: 2nd September 2022

Signed: Position: Manager