


# Little Dukes: Supervision Policy



Policy adopted January 2024 - Version 1

Little Dukes Nursery Schools, 14-16 Waterloo Place, London, SW1Y 4AR

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## Little Dukes: Supervision Policy

### Monitoring and review...

This policy will be continuously monitored, refined and audited by the Headteacher who will also review it annually to assess how efficiently duties have been carried out over the year. This review will take place no later than one year from the date shown below, or sooner if needed due to changes in legislation, regulatory requirements or best practice guidelines.

### Current Version:

**Adopted: January 2024**

### Reviewed by:

Rik McShane, Director of Little Dukes Nurseries  
Nazish Usman, Principal of Hopes and Dreams Montessori Nurseries  
Ben Murray, Marketing and Admissions Director - Little Dukes Nurseries

**Next review due: December 2024**

### Please note:

This policy applies to all nursery schools within the Dukes Education Group, including:

- Hove Village Day Nurseries
- Hopes and Dreams Montessori Nurseries
- Little Dukes Day Nurseries and Preschools
- Miss Daisy's Nursery Schools
- The Kindergartens Nursery Schools
- Reflections Nursery and Forest School
- Riverside Nursery Schools

Any reference to 'Little Dukes' or 'Dukes Education Group' applies to all the nurseries named above.

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## Little Dukes: Supervision Policy

### Statement of intent:

At Little Dukes, we aim to always protect and support the welfare of the children in our care. All staffing arrangements must meet the needs of all children and ensure their safety.

The Headteacher is responsible for ensuring that colleagues adequately supervise children in their care and understand policies and procedures to support them to ensure children's needs are always met.

### Policy aims:

We aim to ensure that:

1. All colleagues receive information on policies and procedures in the nursery to suitably support each other.
2. Parents/carers are kept informed about team member deployment.
3. Parents/carers pass the care of their child to their Key Person or Buddy Key Person.
4. Children are always supervised, whether they are in or out of the building.
5. The supervision of children and the deployment of team members always ensures the safety and welfare of the children in rooms and outside, including on outings. We aim to ensure regular headcounts, maintain child/adult ratios and risk assessments to always prioritise the safety and welfare of children in our care.

### EYFS 2023:

3.29. Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised, including whilst eating, and decide how to deploy staff to ensure children's needs are met. Providers must inform parents and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions. Children must usually be within sight and hearing of staff and always within sight or hearing. Whilst eating, children must be within sight and hearing of a member of staff.

### Key points:

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- The Headteacher is responsible for making sure that all colleagues, practitioners, students, volunteers and relief cover receive information on health and safety in the nursery so that they can suitably supervise the children in their care.
- The Headteacher is responsible for making sure that all children are adequately supervised and that team members are deployed to ensure that children are safe and their needs are met.
- Team members should be aware of their own position and of those around them, to make sure that adult to child ratios are always met and that children receive high quality experiences. This will also ensure children are not left unattended while team members complete routine jobs.
- It is the responsibility of the Headteacher to read, understand and adhere to all policies and procedures and act in accordance with current legislation and good practice. They must also ensure that team members read, understand and adhere to policies and procedures and relevant parts of the staff handbook as part of their inductions.
- Headteachers must also ensure that all children are logged in and out on Famly in the morning and evening and that all room moves are logged on Famly to effectively supervise transitions and to monitor the headcounts consistently.

#### **Supervision of children procedures:**

##### **Attendance records:**

Team members **MUST** correctly and punctually record the arrival and departure of all children on the daily sign in and sign out on Famly.

The Headteacher or the senior person in charge **MUST** check to ensure that the registers accurately reflect children's attendance daily. All children should be signed in or marked on holidays or sickness on Famly.

As per the absence policy, any children who have not arrived at the nursery by 10:00am **MUST** be contacted by the Duty Manager/Seniors or Room Managers.

Absent children **MUST** be logged sick/ill or on holidays as per the check-in notes received via communication with parents/carers.

##### **Headcounts:**

**Headcounts MUST be undertaken regularly and meet the following requirements:**

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MUST be actively and regularly done when a change happens, such as counting when arriving at and leaving a place and additional headcounts according to the need of each group.

The system to register the headcount MUST be set as a standard by the Headteacher for the whole nursery.

MUST be done by team members every time there is a change to the group.

MUST be done by team members when a child arrives or leaves the nursery.

MUST be done by team members when a child arrives or leaves the room on a settling-in session.

MUST be done by team members when a child arrives in or leaves the room when visiting from another room.

MUST be done by team members when the group moves e.g., between inside and outside areas where free-flow play is not possible.

MUST be done by team members when rooms join.

MUST be done by team members during bathroom routines.

A record of headcount MUST have the person's name completing it on Famly (which registers the name automatically).

### **Additional headcounts:**

In some circumstances it may be necessary to introduce additional checks to ensure that children are not left unattended in the nursery. This is at the discretion of the Headteacher/senior management. Additional headcounts will be recorded on Famly by the Room Leader or, in their absence, by a designated person in the room.

### **Supervision:**

All team members must be always vigilant and aware of the position of all children including free flow. Whether children are in or out of the building for off site visits or Forest School, they must be always supervised within sight and hearing of team members.

Even when parents/carers or peripatetic practitioners are involved in an activity or outing it is still the responsibility of the nursery team to perform the head counts and to ALWAYS have the children in their sight.

When a team member needs to complete a task which will briefly take them away from the main group of children e.g., taking a child to the toilet or fetching

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something, they must communicate this to other team members in the room 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 to the other team members so headcounts can be adjusted accordingly.

There may be times throughout the day when a child changes rooms for a period of time (e.g., settling the child in and out of different rooms), at this point the location of the child must be changed on the Famly app.

Team members must be aware that children can drown in only a few centimetres of water; children must be fully supervised all times when using water play tables/paddling pools.

Special care must be taken when children are using large apparatus e.g., climbing frames and when walking up or down steps/stairs.

When outdoors, team members must be aware of any dangers relating to bushes, shrubs and plants, must register dangers on risk assessments and must supervise them closely.

Children must be supervised at all times when eating (see mealtime policy), toddlers and babies must be closely monitored.

Babies must never be left alone with a bottle and should always be bottle fed whilst being held by their Key Person or buddy Key Person.

No hot drinks are allowed in rooms and must not be taken inside the area where there are children under any circumstances. Team members may have personal water bottles in the rooms.

Children must be carefully supervised when using scissors.

Babies/children will be closely supervised while sleeping and regular checks must be recorded every 10 mins on Famly for all age groups. For babies, more frequent monitoring is highly recommended.

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 nappy changing policy).

During nursery trips team members ratios may be increased, depending on the context, to ensure the correct supervision and safety of the specific cohort of children (please refer to outings policy).

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The EYFS Statutory Framework does not specify different ratios for break times, but this does allow a reduction in staffing supervising when children are resting or sleeping. This is only if all relevant team members are nearby or readily available if they are needed. The setting has a risk assessment in place for the level of supervision in place at these times.

Although team member to child ratios must always be maintained, there may sometimes be situations where a team member may be required to work alone with the children. They will always have either phone contact (internal system), access to a walkie talkie, be in hearing distance or in an adjacent room that is occupied. So, while effectively alone they will not be far from other members of the team.

Team members working alone must have a competent use of English with the necessary skills and experience needed to supervise the children alone, and they must not have any medical condition that might affect their suitability to work alone. They must also be familiar with the emergency evacuation procedure - and how this can be adapted to lone working situations.

Only those aged 17 or over may be included in ratios. Team members under 17 should always be supervised. Suitable students on long term placements and volunteers (aged 17 or over) and team members working as apprentices in Early Education (aged 16 or over) may be included in the ratios, however this is at the discretion of the Headteacher who must be satisfied that they are competent and responsible.

#### **Supervision at arrival and departure time:**

Team members must be particularly vigilant when parents/carers are dropping off and collecting their children.

Each arrival and departure MUST be accompanied with a handover between the parent/carer and the Key Person or Buddy Key Person. This must be inside the building with the door closed behind the parent/carer. The Key Person (or in their absence, the person receiving the child) must record his/her arrival/departure in the daily attendance register on Famly.

If more than one handover is needed at the same time, then team members must ensure that other practitioners in the room are deployed to adequately supervise and interact with the children. If this is not possible parents/carers should be politely asked to wait until someone is available for the handover.

#### **Ratio requirements:**

**In line with the EYFS, the minimum adult-to-child ratio requirements for correct supervision are as follows:**

**For children aged under two:**

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- There must be at least one team member for every three children.
- At least one team member must hold a full and relevant Level 3 qualification and must be suitably experienced with children under two.
- At least half of all other team members required must hold a full and relevant Level 2 qualification.
- At least half of all team members must have received training that specifically addresses the care of babies and must be trained in Paediatric First Aid.

#### **For children aged two and under three years:**

- There must be at least one team member for every four children.
- At least one team member must hold a full and relevant Level 3 qualification.
- At least half of all other staff required must hold a full and relevant Level 2 qualification.

#### **For children aged three and over:**

- There must be at least one team member for every eight children.
- At least one team member must hold a full and relevant Level 3 qualification.
- At least half of all other team members required must hold a full and relevant Level 2 qualification.
- For team members with QTS or Level 6 qualifications, a ratio of one adult to 13 children may be considered.

#### **When on visits out of the nursery:**

The adult-to-child ratios must be considered in the context of the location and type of outing and individual children's needs. This should not be less than the ratio required within the rooms.

On outings there must never be lone working and, as a minimum, all outings should have three adults.

Headteachers must make appropriate judgements for each outing, especially if it involves the use of local public transport (see permissions on Family) without limiting children's experiences but always keeping them safe. If parents/carers are included, they will be responsible only for their child (see outing policy).

#### **Legislative Framework:**

**EYFS 2023**

**Safeguarding Policy Child Protection Policy Sleeping Policy**

**Nappy Changing Policy Outings Policy**

**Staff Handbook**

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**Childcare Act 2006/2018**

**Keeping Children Safe in Education 2018**


**Further reading:**

**Policies and Legislation Affecting Early Years Practitioners**

**The Childcare Act 2006 in Early Years Education**

**Early Years Foundation Stage (EYFS) Statutory Framework - GOV.UK**

**Early Education and Childcare – GOV.UK**



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