



OVERALL SUPERVISION RESPONSIBILITY POLICY

Our Nursery Manager has the overall responsibility for all staff, students, relief staff receiving detailed information on Health and Safety procedures within the Nursery as part of their training to supervise the children in their care suitably.

Supervision

- Whether children are in or out of the building, they must be supervised at all times.
- Children must be fully supervised at all times when using any form of water play.
- Children are normally maintained within sight and hearing of the staff.
- Special care is taken when children are using any type of large apparatus inside or outside of the Nursery.
- Children are always accompanied when walking up or down the stairs between the Baby & Toddler Rooms and the Pre-School Room.
- Staff are always in ratio and when using the stairs.
- When on outings we often aim to exceed statutory ratios of staff to children.
- While on the stairs, staff are easily spread out, with one member of staff at the front one and the back and the rest placed evenly through the line of children.
- Faster more confident children are placed at the front of the line while slower younger children walk behind.
- Children using the stairs always use the handrail.
- As many children as possible will also hold the hand of a member of staff.



- Young children or children who are not confident using stairs, will be encouraged to try with support, or may be carried.
- A member of staff must supervise large outdoor play equipment at all times. This includes any equipment in the local parks.
- When outdoors, staff must be aware of any dangers relating to bushes, shrubs and plants. Each morning the garden is checked before the children enter to ensure that it is safe.
- All children must be supervised at all times when eating and Babies & Toddlers should be very closely monitored.
- Babies will never be left alone with a bottle and will always be bottle fed by a member of staff.
- Children must be carefully supervised when using scissors or sharp tools. We encourage independence but ensure that adults are present and watching.
- During outings staff/child ratios will be increased to ensure supervision and safety (please refer to *Outings Policy*)

We are aware of and abide by statutory guidance on ratios, and often aim to exceed ratios set out in EYFS.

Ratios for the Baby Room

- There is always at least one member of staff to every 3 Babies; one of these staff will be a minimum level three qualified and at least half of all staff level 2 qualified. At least half of all staff will have received specialist training on the care of babies and children under 2. Staff will be Paediatric First Aid Trained.

Ratios for the Toddler Room



- There is always one member of staff for every 4 Toddlers. At least one member of staff must hold a full and relevant level 3 and half of all other staff must to qualified to level 2. Staff will be Paediatric First Aid Trained.

Ratios for the Pre-School Room

- There will be a minimum of one member of staff to 8 pre-school children The Pre-School Room Leader will be a minimum level 3 qualified and another level 3 practitioner will also be present.
- In a Nursery Nurse within the Classroom hold a BA Degree (or above) in Early Years Childcare, SEN or other childcare related qualifications the room can operate on a ration of 1:13.

This Policy was adopted on	Signed on behalf of My Sunshine Day Nursery by Harriet Ballardie (Nursery Manager)	Date Policy was Disseminated to Staff	Date for next Policy review
1 March 2018		1 March 2018	1 January 2019