



Established 1979  
Charity No: 1026005  
BAPTIST CHURCH HALL  
2 Dukes Avenue, Muswell Hill, London N10 2PT  
Telephone: 020 8883 4010

## **Supervision of children policy**

### **Policy Statement**

We have suitable staffing arrangements to meet the needs of all children and ensure their safety. The preschool manager is responsible for all staff, students, relief and agency staff receiving information on health and safety policies and procedures in the preschool in order to ensure they are adequately supervising the children, including whilst they are eating.

### **Supervision of children**

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

- Appropriately deploying staff members meeting the ratio and qualification requirements to ensure children's needs are met and continuing to monitor this across the preschool regularly. This includes informing parents about staff deployment and, when relevant and practical, involving them in these decisions.
- Making sure that every child is always within the sight and/or hearing of a suitably vetted member of staff.
- Whilst eating, every child will be within sight and hearing of a suitably competent member of staff; there will always be a member of staff in the room with a valid paediatric first aid certificate.
- Completing registers as soon as children enter and leave the premises and carrying out head counts throughout the day.
- Risk assessing activities, experiences and equipment to ensure children are not exposed to unnecessary risks, including removal of any choking hazards and fully supervising any activities that may pose this risk.
- Ensuring children are fully supervised at all times when involved in all types of water play as we are aware that children can drown in only a few centimetres of water.
- Taking special care when children are using large apparatus e.g., a climbing frame, and when walking up or down steps or stairs.
- Support children to identify, minimise and manage risks in their play.
- Making sure staff recognise and are aware of any dangers relating to bushes, shrubs and plants when on visits or outdoors.
- Supervising children at all times when they are eating, monitoring toddlers closely.

- Supervising sleeping children and never leaving them unattended.
- Never leaving children unattended during nappy changing times.
- Supervising children carefully when using scissors or tools.
- Increasing staff: child ratios during outings to ensure supervision and safety.
- Strictly following any safety guidelines given by other organisations or companies relating to the hire of equipment or services e.g. Zoolabs.
- A member of staff **MUST** supervise the children at all times.