



Supervision of Children Policy

Date policy was adopted: 16/08/2024

Date last reviewed: 12/09/2025

Frequency of review: Annually

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

Supervision of children

We ensure that children are always supervised adequately, whether children are in or out of the building, including when eating through:

- Appropriately deploying staff members meeting the ratio and qualification requirements in the statutory guidance for the Early Years Foundation Stage to ensure children's needs are met and continuing to monitor this across the setting regularly. This includes informing parents about staff deployment.
- 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, the ramp 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.
- Always supervising children when 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, including using knives in cooking activities where this is required.

- Increasing staff: child ratios during outings to ensure supervision and safety (please refer to Visits and outings policy).
- Strictly following any safety guidelines given by other organisations or companies relating to the hire of equipment or services, e.g. hire of a bouncy castle.
- A member of staff **MUST** supervise the children at all times.