

SUPERVISION POLICY

AIM

Effective deployment of employees should remain effective always, to ensure that children are kept safe and secure.

RATIOS AND SUPERVISION OF CHILDREN

The minimum ratios, according to the Early Years Statutory Framework, are as follows:

- 0-2 Year Old's (1:3)
- 2-3 Year Old's (1:4)
- 3 Years & Over (1:8)

Children must always be within sight and sound, and staff should ensure that they are deployed effectively to ensure that this happens in practice. Where older children can toilet independently, the nursery room should have in place a way of monitoring and tracking the movement of children to and from the bathrooms. Children should never be unsupervised for a prolonged period.

Deployment of staff should be adapted to the layout and surroundings of the setting, to ensure that effective supervision can be maintained always.

RESPONSIBILITIES

The Nursery Manager and management team are responsible for ensuring that children are adequately supervised, and to make the decision about how to effectively deploy the team to ensure children's needs are met. The staff deployment sheet can be used to support the effective deployment of staff throughout the day.

Regular headcounts should take place throughout the day. This is particularly important when children are transitioning and moving from one space to another i.e. bathrooms, gardens.

When children are taken out for walks or to participate in Forest School, it is important that this is risk assessed and additional staff are used to supervise children. Where appropriate, aids to support children to keep together whilst out should be used. Depending on the age of the children, it may be appropriate to split the group into smaller groups.

There may be times where staffing ratios are challenged through issues out of our control. The below points must be followed if ratios are compromised:

- Where the Manager is supernumerary they will go in to support ratios
 - Support will be obtained from a bank staff member
 - Effective re-deployment of existing staff and children across the nursery
 - Recruitment Agencies will be contacted to supply temporary staff.
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If due to unforeseen circumstances employees arrive late to nursery for the start of their shift, parents must not leave their child when this compromises ratios. Staff must politely request that parents wait with their child until the staff member arrives at nursery, to ensure ratios are maintained.

RECORDS OF STAFF DEPLOYMENT

The staff deployment record (Appendix 1) allows the nursery to have a true picture of what is happening within the setting in relation to staffing and occupancy levels. The Nursery Manager/Management team are responsible for ensuring that these are completed each day of the week. These allow staffing changes and shortages to be identified and recorded. They should be saved to the Nursery Archiving file and can be used to show staffing deployment decisions if necessary.

Review Date: May 2024

Person Responsible: A Biddlestone