



Nourishing the fitrah of each unique child

Supervision of Children Policy

*“Every one of you is a shepherd and is responsible for his flock.”
(Saheeh Bukhari, 6719)*

Adopted: January 2025	Review date: January 2025	Coordinator: Hawwa Mbombo
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Adopted: January 2025

Review: January 2026

Supervision of Children Policy

The Head teacher is responsible for all members of staff and volunteers.

Staffing arrangements are organised to meet the needs of the children and ensure their safety. Teachers are responsible for ensuring that all children are adequately supervised and staff will be deployed as necessary to ensure that children's needs are met.

Colleagues should be aware of their own position and those around them, ensuring ratios are met at all times and that children receive high quality experiences and are not left unattended whilst routine jobs are completed.

It is the responsibility of the staff to understand and adhere to all policies and procedures and act in accordance with current legislation and good practice at all times.

Supervision of Children Procedures

Attendance records

Colleagues **MUST** accurately record the arrival and departure times of all children on the daily register as soon as a child arrives or leaves the Early Years rooms or arrives or leaves the rooms on a settling session or visit.

The senior person in charge **MUST** check to ensure that the registers accurately reflect the attendance of all children on a daily basis.

Headcounts

Headcounts **MUST** be undertaken regularly, this could be:

- every time there is a change to the group
- a child arrives or leaves the school
- a child arrives or leaves the room when visiting from another room
- when toilet routines are taking place

Supervision

Colleagues **MUST** be vigilant and aware of the position of all children at all times including free flow whether children are in or out of the building, they must be supervised at all times. Children must usually be within sight and hearing of practitioners and always within sight or hearing.

The supervision of children and the deployment of practitioners should ensure the safety and wellbeing of the children at all times colleagues should be aware of their own position and those around them, ensuring children are cared for and ratios are met at all times and that children are not left unattended whilst routine jobs are completed.

When a colleague is required to complete a task which will momentarily take them away from the main group of children e.g. taking a child to the toilet or fetching something they **MUST** communicate this to their other colleagues 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.

Children can drown in only a few centimetres of water; children must be fully supervised at all times when using water play/paddling pools.

Special care should be taken when children are using large apparatus e.g. climbing frame, climbing trees, when walking up or down steps/stairs.

Practitioners must supervise large outdoor play equipment at all times.

When outdoors, practitioners must be aware of any dangers relating to any plants. The practitioners should risk assess the space before using it and also as they go.

Children must be supervised at all times when eating, toddlers should be closely monitored.

No hot drinks are allowed in rooms, practitioners are only allowed to drink water whilst in the rooms with children

Children must be carefully supervised when using scissors.

Children must be carefully supervised when using knives for cooking activities.

Children are closely supervised whilst sleeping.

Children should never be left unattended on high level changing units.

During outings ratios will be increased to ensure supervision and safety.

Supervision at arrival and departure time.

Supervision at Arrival and Departure Time

Colleagues **MUST** be particularly vigilant when parents are dropping off and collecting their children

Each arrival and departure **MUST** be accompanied with a handover between the parent and a member of staff. This **MUST** be within the premises.

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

Staff: Child Ratios

For children aged two and under three years:

- there must be at least one member of staff for every five children;
- at least one member of staff must hold a full and relevant level 3 qualification; and
- at least half of all other staff must hold a full and relevant level 2 qualification.

For children aged three and over:

Where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is working directly with the children:

- there must be at least one member of staff for every 13 children
- at least one other member of staff must hold a full and relevant level 3 qualification

For children aged three and over at any time in registered early years provision when a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is not working directly with the children:

- there must be at least one member of staff for every eight children
- at least one member of staff must hold a full and relevant level 3 qualification
- at least half of all other staff must hold a full and relevant level 2 qualification

Only those aged 17 or over may be included in ratios (and staff under 17 should be supervised at all times). Students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if we believe the candidate is competent and responsible.

Key Stage 1 and Key Stage 2 ratios are 1:15.

Outings Ratios

The adult to child ratios must be considered in the context of the location and type of outing and not less than the ratio employed within the rooms. Unique Academy's preferred ratio would be as high as possible, however, there must be at least 2 members of staff for local outings to the park.

During outings which are further from the school, SLT must make appropriate judgments for each outing, without limiting children's experiences but keeping them safe at all times.



Staff Ratios

For children **aged 2 and under 3 years old:**

- **1:5**
- at least one member of staff must hold a full and relevant level 3 qualification; and
- at least half of all other staff must hold a full and relevant level 2 qualification.

For children **aged 3 years old and over** when a person with QTS, EYPS, EYTS or a suitable level 6 qualification is working directly with the children:

- **1:13**
- at least one other member of staff must hold a full and relevant level 3 qualification

For children aged **3 years old and over** when a person with QTS, EYPS, EYTS or a suitable level 6 qualification is **not** working directly with the children:

- **1:8**
- at least one member of staff must hold a full and relevant level 3 qualification
- at least half of all other staff must hold a full and relevant level 2 qualification