

## Orchard house Supervision of Children Policy

At Orchard house we have suitable staffing arrangements to meet the needs of all the children and always ensure their safety.

Donna Bachelor the nursery manager is responsible for all the early years practitioners, students, and agency staff receiving information on health and safety policies and procedures in the nursery 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 inside or outside including when eating we do this by:

- Making sure that every child is always within the sight/and or hearing of a suitably vetted practitioner.
- Appropriately deploying our practitioners to meet the ratio and qualifications requirements to ensure children's needs are met and continuing to monitor this across the nursery regularly. This includes informing parents about staff deployment and, when relevant and practical, involving them in these decisions.
- Completing registers on our Family app as soon as the children enter the building and carrying out head counts throughout the day.
- Whilst eating, every child will be within sight and hearing of a suitably competent practitioner, there will always be a practitioner with a valid paediatric first aid certificate.
- 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 a 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 extra care when using the climbing frame and when walking up and down stairs
- Help to support the children to identify, minimize and manage risks in their play.
- Supervising children at all times when eating, monitoring toddlers and babies closely and never leaving babies alone with a bottle. Babies are always bottle fed by a practitioner.
- Supervising sleeping babies and children, they are never left alone and practitioners' carryout 10-minute checks that are logged and recorded with the practitioner's name on our Family app.
- At nappy time babies are fully supervised and never left unattended.
- Children are fully supervised when using scissors or tools, including knives and kitchen utensils when taking part in cooking lessons.

- We ensure that we maintain ratios when going on trips and outings.

We take pride in ensuring that we provide a safe, caring and stimulating environment where children can feel safe and secure.

Donna Bachelor  
2024

12<sup>th</sup> September