Supervision Policy

Pippa Pop-ins Nursery Schools

Pippa Pop-ins 165 New King's Road (Ofsted ID: EY449873)

Pippa Pop-ins 233 New King's Road (Ofsted ID: EY449869)

Pippa Pop-ins 430 Fulham Road (Ofsted ID: EY449872)

Pippa Pop-ins 5 Kensington Place (Ofsted ID: EY489562)

Pippa Pop-ins 91-93 Princedale Road (Ofsted ID: 2857426)

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Pippa Pop-ins®
Nursery Schools

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1. Scope and Application

1.1 This policy applies to:
Pippa Pop-ins 165 New King's Road (Ofsted ID: EY449873) ("**Pippa Pop-ins**")
Pippa Pop-ins 233 New King's Road (Ofsted ID: EY449869) ("**Pippa Pop-ins**")
Pippa Pop-ins 430 Fulham Road (Ofsted ID: EY449872) ("**Pippa Pop-ins**")
Pippa Pop-ins 5 Kensington Place (Ofsted ID: EY489562) ("**Pippa Pop-ins**")
Pippa Pop-ins 91-93 Princedale Road (Ofsted ID: 2857426) ("**Pippa Pop-ins**")

1.2 This policy applies to all employees, including directors, apprentices, casual workers, whether on permanent or temporary contracts (collectively '**staff**'). This policy does not form part of any contract of employment or consultancy agreement and Pippa Pop-ins may amend it at any time. This policy does not include agency workers, consultants or contractors except where otherwise stated.

2. Policy Aims

2.1 The aim of this policy is to ensure that all children are always supervised, whether they are inside or outside of the nursery building, and on outings.

2.2 At Pippa Pop-ins, we aim to always protect and support the welfare of the children in our care. All staffing arrangements must therefore meet the needs of all children and ensure their safety. This is done by carrying out regular headcounts, maintaining child to adult ratios and carrying out risk assessments.

2.3 All staff must be aware that they are personally liable for the care of children while they are on nursery premises. Pippa Pop-ins' duty of care has been delegated to the member of staff concerned, and in the case of cover, further delegated.

2.4 Staff have responsibility to supervise children. The correct supervision of children remains the responsibility of all staff in the nursery. This approach applies equally for time spent in the garden or outside the nursery on trips or outings.

2.5 Staff should be deployed accordingly so that no child is left unsupervised and is always within sight and sound of a staff member.

3. Headcounts

3.1 Headcounts are essential in the nursery setting and must be undertaken regularly.

3.2 The system to register headcounts will always be set as a standard by the Head of Nursery for the whole nursery. A record of all headcounts must have the person's name completing it on the Famly App (which registers the name automatically).

3.3 A headcount should always be carried out by staff in the following circumstances:

3.3.1 when any change or transition happens, such as when arriving at and leaving a place;

3.3.2 every time there is a change to the group;

3.3.3 when a child arrives or leaves the nursery;

3.3.4 when a child arrives or leaves the room on a settling-in session;

3.3.5 when a child arrives in or leaves the room when visiting from another room;

3.3.6 when the group moves e.g., between inside and outside areas where free-flow play is not possible;

3.3.7 when rooms join together or separate; and

3.3.8 during bathroom routines.

Additional headcounts may also be needed according to the needs of each group. In some circumstances it may be necessary to introduce additional checks to ensure that children are not left unattended in the nursery. This is at the discretion of the Head of Nursery. Additional headcounts will be recorded on the Famly App by the nominated person or, in their absence, by a designated person in the room.

4. Arrival and Departure at Pippa Pop-ins

4.1 Staff 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 staff member (or a delegated member of staff in their absence)

4.2 A delegated staff member must record the child's arrival and departure in the daily attendance register on Famly.

4.3 If more than one handover is needed at the same time, then staff must ensure that other staff members 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

5. Supervision Guidelines

5.1 All staff must be always vigilant and aware of the position of all children including free flow. Whether children are in or out of the building, including for off site visits, they must be always supervised within sight and hearing of staff.

5.2 Even when parents or peripatetic practitioners are involved in an activity or outing it is still the responsibility of the nursery staff to perform the head counts and to always have the children in their sight.

5.3 When a staff member needs to complete a task which will briefly 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 other staff members in the room 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 to the other staff members so headcounts can be adjusted accordingly.

5.4 There may be times throughout the day when a child changes rooms for a period of time (e.g., settling the child in and out of different rooms), at this point the location of the child must be changed on the Famly app.

5.5 Extra care must be taken during activities which pose a higher risk to children. For example, staff must be aware that children can drown in only a few centimetres of water; as such children must be fully supervised **all times** when using water play tables/paddling pools. Special care must also be taken when children are using large apparatus e.g., climbing frames and when walking up or down steps/stairs. Children must also be carefully supervised when using equipment such as scissors or cooking equipment.

5.6 When outdoors, staff must be aware of any dangers relating to bushes, shrubs and plants, must register dangers on risk assessments and must supervise them closely.

5.7 Children must be supervised at all times when eating (see Mealtimes Policy), and toddlers and babies must be closely monitored. Babies must never be left alone with a bottle and should always be bottle fed whilst being held by their key person (or buddy key person in their absence).

5.8 All children will be closely supervised while sleeping and regular checks must be recorded every 10 mins on Famly for all age groups. For babies, more frequent monitoring is highly recommended.

5.9 Babies/children must never be left unattended on high-level changing units.

6. Pippa Pop-ins Ratio Requirements

6.1 Pippa Pop-ins will ensure that there is an adequate ratio of staff to children to ensure proper supervision of children whilst they are under Pippa Pop-ins' care. All ratios will be determined by risk assessment. We will ensure the following minimum ratios are complied with at all times:

Age Group	Staff : Child Ratio
Under two years old	1 : 3
Two years old and under three years old	1 : 5
Three years and over	1 : 8* *For staff with QTS or EYTS/EYP qualifications, a ratio of 1 : 13 may be considered.

6.2 Staff should have the following qualifications / training, based on the relevant age group:

Age Group	Qualification and Training

Under two years old	At least one staff member must hold a full and relevant Level 3 qualification and must be suitably experienced with children under two. At least half of all other staff members required must hold a full and relevant Level 2 qualification, have received training that specifically addresses the care of babies and must be trained in Paediatric First Aid.
Two years old and under three years old	At least one staff member must hold a full and relevant Level 3 qualification. At least half of all other staff required must hold a full and relevant Level 2 qualification.
Three years and over	At least one staff member must hold a full and relevant Level 3 qualification. At least half of all other staff members required must hold a full and relevant Level 2 qualification.

6.3 Only those aged 17 or over may be included in ratios. Staff under 17 should always be supervised. Suitable 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, however this is at the discretion of the Head of Nursery who must be satisfied that they are competent and responsible.

6.4 Where possible, there should be provision within the ratio for sufficient supervisors, in the event of an emergency or incident, to:

- deal with any emergency or incident;
- seek emergency and / or medical assistance and / or administer first aid; and
- supervise the remainder of the children.

6.5 On outings there must **never** be lone working and, as a minimum, all outings should have at least two adults or three where possible, depending on the age of children, size of group, and any additional needs. The Head of Nursery must make appropriate judgements for each outing, especially if it involves the use of local public transport (see permissions on Famly) without limiting children's experiences but always keeping them safe.

6.6 In most cases, nursery trips staff members ratios will be increased, depending on the context, to ensure the correct supervision and safety of the specific cohort of children.

7. Lone Working

7.1 Although staff to child ratios must always be maintained, there may sometimes be situations where a staff member may be required to work alone with the children for a short period of time.

7.2 If this is the case, they will always, be in hearing distance or in an adjacent room that is occupied. So, while effectively alone they will not be far from other members of staff. Staff members working alone must have a competent use of English with the necessary skills and experience needed to supervise the children alone, and they must not have any medical condition that might affect their suitability to work alone. They must also be familiar with the Fire and Evacuation Policy and how this can be adapted to lone working situations. The staff must always be in sight and sound of another colleague at all times.

7.3 Agency and unqualified staff must not be left alone with children.

8. Risk assessment

8.1 Factors which may be relevant to a risk assessment include:

- the age, abilities, behaviour and any special needs or disabilities of child;
- the nature of the activities in which they are engaged;
- the location, environment and conditions in which the activity will take place;
- the number, competencies and qualifications of available supervising staff;
- the availability of first aid cover;
- contingency arrangements for staff absences and illness; and
- contingency arrangements for other incidents or emergencies.

8.2 There will be adequate back-up arrangements in place to provide cover in the event of a supervising staff unforeseen absence or incapacity. Such arrangements may include the redeployment of other suitable supervising staff or reorganising activities.