



Supervision of children & visitors in nursery policy



Colwall CofE Primary School and Nursery

Our Christian Values as a key aspect in our Policies: “Let your light shine”



... in relationships, as we trust ourselves and others.



... in learning, as we encourage our curiosity.



... in the community, as we develop the courage to light the lives of others.



Supervision of Children

At Colwall CofE Primary School & Nursery we aim to protect and support the welfare of the children in our care at all times. The Nursery manager is responsible for all staff, students and relief staff receiving information on health and safety policies and procedures in the nursery in order to supervise the children in their care suitably.

Supervision:

We ensure that children are supervised adequately at all times, whether children are in or out of the building through:

- Making sure that every child is always within the sight and/or hearing of a suitably vetted member of staff. Monitoring staff deployment across the setting regularly to ensure children's needs are met
- Ensuring children are fully supervised at all times when using 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/stairs,
- Making sure staff recognise and are aware of any dangers relating to bushes, shrubs and plants when on visits/outdoors
- Staff will support children to identify, minimise and manage risks in their play
- Supervising children at all times when eating; monitoring toddlers closely.
- Supervising sleeping children with 10 minute checks 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 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 and a member of staff MUST supervise the children at all times.

Each age group has a key worker who is responsible for them, but does not exclusively supervise those children. It is the responsibility of all staff to ensure supervision is effective.



Supervision of Visitors

At Colwall CofE Primary School & Nursery we aim to protect the children in our care at all times. This includes making sure any visitors to the nursery are properly identified and supervised.

All visitors must sign the Visitors' Book on arrival and departure. Where applicable, visitors' identity should be checked, e.g. Ofsted inspectors or colleagues attending in a professional capacity such as speech and language therapists. Visitors are informed of any relevant policies including the fire evacuation procedure and mobile phone, camera and other recording devices policy including use of smartwatches where applicable.

All visitors are given and should wear a visitor's badge to identify themselves to staff and parents within the nursery. A member of staff must accompany visitors in the nursery at all times while in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the Head Teacher.

Security

- Staff must check the identity of any visitors they do not recognise before allowing them into the main nursery. Visitors to the nursery must be recorded in the Visitors' Book and accompanied by a member of staff at all times while in the building
- All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to wander
- Parents, visitors and students are reminded not to hold doors open or allow entry to any person, whether they know this person or not. Staff within the nursery should be the only people allowing external visitors and parents entry to the nursery



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Health & Safety

- The school & nursery will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents. The police may be called in these circumstances.