



## Supervision Policy

The nursery manager is responsible for ensuring all the team, including students, are suitable to work with children. Checks are carried out via an enhanced DBS check. Where possible the member of the team will have the checks completed prior to starting employment. However if there are delays in checks coming through as a last resort a colleague may work in the nursery before these checks are completed as long as they are supervised by a DBS cleared colleague at all times.

The team at Green Roots will be informed of the colleague awaiting their enhanced DBS checks.

Colleagues awaiting these checks will never:

- Be left unsupervised whilst caring for children.
- Take children for toilet visits unless supervised by a DBS cleared member of the team.
- Change nappies.
- Be left alone in a room or outside with children.
- Administer medication.
- Administer first aid.
- Take photographs of any children.
- Look at children's learning and development log (learning journey).
- Have access to children's personal details and records.

Whilst ensuring all of the above are adhered to, we still recognise that it is vital that the colleague awaiting a DBS check is made to feel part of the team and participate fully in every other aspect of the nursery day.

We recognise that the enhanced DBS check is only part of a suitability decision and nursery management will ensure each individual working with a child goes through a vigorous recruitment and induction procedure (as laid out in the Recruitment Policy). We also ensure they receive continuous support, training and supervision from management in order to provide a safe, secure and healthy environment for all children in the nursery.

All students will also receive an interview to ensure they are suitable for the nursery, an induction process to ensure they fully understand and are able to implement the nursery procedures, working practices and values. All students will be fully supervised to ensure they receive the appropriate support, training and information they may require.

## Supervision of children

The nursery manager is responsible for all the team, students and bank staff receiving information on health and safety in the nursery in order to supervise the children in their care suitably.

### Supervision

- Whether children are in or out of the building, they must be supervised at all times.
- Be aware that 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, and when walking up or down steps/stairs.
- Staff will support children to identify, minimise and manage risks in their play
- A member of the team must supervise large outdoor play equipment at all times.
- When outdoors, the team must be aware of any dangers relating to bushes, shrubs and plants.
- Children must be supervised at all times when eating, toddlers and babies should be closely monitored. Babies will **never** be left alone with a bottle and will always be bottled fed by a member of the team.
- Children must be carefully supervised when using scissors or tools, including using knives for cooking activities where this is required
- During outings staff/child ratios will be increased to ensure supervision and safety (please refer to Outings Policy).
- If the nursery has hired a bouncy castle for the day then **STRICT** safety guidelines should be followed as laid down by the hiring company. A member of the team **MUST** supervise the children at all times.
- Children must be supervised whilst using potentially hazardous resources such as marbles.

### Visitors

All visitors must sign the Visitors Book on arrival and departure. If a visitor is more than an hour in the nursery, the nursery manager must point out fire procedures.

A member of the team must accompany visitors in the nursery at all times whilst in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager.

### 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 our team at all times whilst in the building.
- The nursery manager must ensure all contractors accessing the nursery whilst children are present have suitable DBS checks and not left alone in any area that children may use.

- All external doors must be 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 off.
- Parent/guardians, visitors and students are reminded not to allow entry to any person whether they know this person or not. The team within the nursery should be the only people allowing external visitors and parent/guardians entry to the nursery.
- The nursery will under no circumstances tolerate any form of harassment from third parties including visitors towards others, including children, team members and parent/guardians.