



Child Safety and Supervision Policy

Purpose

To ensure the safety and well-being of all children attending our nursery by preventing any child from being left unattended and maintaining vigilant supervision at all times.

Principles

We are committed to:

- **Safe** – Being alert to all potential risks within the nursery environment.
- **Inspect** – Regularly inspecting indoor and outdoor areas to ensure children cannot leave without staff or their parent/carer.
- **Monitor** – Constantly monitoring children, particularly during transitions, outdoor play, outings, and when using transport.
- **Observe** – Observing children's emotional and physical well-being to support their security and comfort.
- **Act** – Taking timely and appropriate action to address any safety concerns.

Procedures

1. Staff Communication

- All staff will carry walkie-talkies to maintain instant communication during transitions, outdoor play, and outings.
- Staff will check in regularly via walkie-talkie to report children's whereabouts and raise any concerns.
- Staff will ensure they are always aware of each child's location.

2. Headcounts and Supervision

- Staff will perform headcounts **before**, **during**, and **after** all transitions between areas (e.g., classroom to outdoor play, lunch hall, or transport pick-up/drop-off), as well as at regular intervals throughout the day.

- Staff remain vigilant in maintaining appropriate staff-to-child ratios at all times to ensure every child is adequately supervised and supported.
- A staff member will be positioned at the door during drop-off and pick-up times to ensure all children remain under supervision and do not leave unsupervised.
- A tambourine is used to quickly gather the children on a daily basis, both inside and outside.

3. Environment Inspection

- Before children enter any area, staff will inspect the space to ensure that all gates, doors, and boundaries are secure and that children cannot leave unnoticed.
- A risk assessment of the outdoor space will be carried out daily by a staff member alongside a child to check for hazards and confirm all gates are locked.
- Any potential hazards or breaches will be reported immediately and resolved before children enter the area.

4. Monitoring During Outdoor Play and Outings

- Staff will remain vigilant and position themselves strategically to observe all children during outdoor play.
- Regular headcounts will be carried out during outdoor activities and outings.
- For trips outside the setting, additional adult support (e.g., parent helpers) will be present to provide extra supervision and assistance, if required.

5. Emotional Observation

- Staff will observe children's emotional states and comfort levels to ensure each child feels safe, secure, and supported.
- Any signs of distress or discomfort will be addressed promptly with appropriate care and emotional support.

6. Responding to Safety Concerns

- If a child is found to be missing or unattended, staff will immediately alert others via walkie-talkie, gather all children and perform headcount, initiate a search of the area, and inform the Early Years Officer, who will then notify the Headteacher as appropriate.
- Parents/carers will be informed as soon as possible.
- All incidents will be documented, reviewed, and followed up with changes to procedures if necessary to prevent recurrence.
- Notification to Care Inspectorate made by Headteacher.

Training

- All staff will receive training on supervision best practices, emergency procedures, and effective communication protocols.
- We also have our SBC evacuation strategy, Stow Primary School alarm systems, and established procedures, along with regular fire drills and reverse evacuation procedures. Children are aware of these procedures, as they are carried out frequently
- Refresher training will be provided annually or as required.
- Children have knowledge and understanding of SIMOA and how to stay safe, as this is something we regularly revisit and discuss. We also have our own SIMOA elephant, who accompanies the children during our daily risk assessments of the outdoor space