

42. Supervision of Children Policy

At La Petite Academy we have suitable staffing arrangements in place to meet the needs of all children and ensure their safety. The nursery manager is responsible for all staff, students and relief/agency staff receiving information on health and safety policies and procedures in the nursery, during and beyond induction, in order to ensure they are adequately supervising the children, including whilst they are eating and sleeping, in line with the EYFS requirements.

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

- Carrying out internal and external risk assessments each morning prior to children arriving at the setting to ensure that all doors and gates are fully locked/operational as needed and all external fencing is in place
- Appropriately deploying staff members to meet the ratio and qualification requirements to ensure children's needs are met, and continuing to monitor this across the setting regularly, updating the staff rota as needed
- Making sure that every child is always within the sight and/or hearing of a suitably vetted member of staff / Sight **and** hearing if children are eating.
- Making sure that students/volunteers are not left alone with children at any time, even when they are used within ratio
- Completing registers as soon as soon children enter and leave the premises and carrying out head counts throughout the day, especially when moving between the indoors and outside
- 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 this 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 special care when children are using large apparatus e.g. a climbing frame, and when walking up or down steps/stairs
- Supporting children to identify, minimise and manage risks in their own play
- Making sure staff recognise and are aware of any dangers relating to soil, bushes, shrubs and plants when on visits/outdoors
- Supervising children at all times when eating so that they are always in sight **and** hearing of a staff member; monitoring toddlers, tweenies and babies closely and never leaving babies alone with a bottle. Babies are always bottle fed by a member of staff, not a student unless being

counted in ratio as per the student policy and that student has been shown how to feed a baby safely. Ensuring that dietary sheets are completed in a timely fashion as soon as possible after eating

- Supervising sleeping babies/children and never leaving them unchecked for longer than 10 minutes and ensuring that appropriate sleep checks are recorded in a timely fashion. CCTV may be used to support effective monitoring of sleeping children
- Never leaving babies/children unattended during nappy changing times and when using the toilet, unless specifically identified as a pre-school child able to go to the toilet alone, as per the toileting document. If a child is sent alone to the toilet, making sure a staff member goes to check on them after a maximum of 5 minutes.
- 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 safety
- Making sure that all staff communicate with the other adults in their room should they need to leave at any point (for example to do a nappy change) so their whereabouts are known
- Where the ratio of 1:5 is in use in Toddlers due to lower staffing levels, ensuring that a manager is called to support the room should a staff member need to leave at any point
- Staff ensuring that should they take fewer than their allotted ratio of children with them out of the room (e.g. to the bathroom or sensory room) that they ask a manager to cover the ratio in the room. Staff should not leave others well over ratio as this compromises the safety of the children
- 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.

Missing Child Procedures

At La Petite Academy we take all reasonable steps to ensure the safety of children on the premises and on outings. We only release children into the care of individuals who have been notified us by the parent and have safety systems in place to ensure that children do not leave the premises unsupervised. These include double doors at the entrance to both buildings and high handles on doors and external gates.

In the unlikely event of a child going missing within/from the nursery, we have the following procedure which will be implemented immediately:

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing
- The nursery manager, or the most senior member of staff in her absence, will be informed immediately, and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the nursery, including outdoors, followed by a search of the surrounding area, whilst ensuring that some staff remain with the other children, so they remain supervised, calm and supported throughout
- The manager will call the police as soon as they believe the child is missing and has not been found in the initial search and follow police guidance. The parents of the missing child will also be contacted
- A second search of the area will be carried out and CCTV will be checked
- During this period, available staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the nursery
- The manager will meet the police and parents
- The manager will then await instructions from the police
- In the unlikely event that the child is not found the nursery will follow the local authority and police procedure
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings
- Ofsted will be contacted and informed of the incident
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary
- In any cases with media attention staff will not speak to any media representatives
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced

Missing on a Visit/Outing

We also take all reasonable steps to ensure children are kept safe while on outings away from the setting. We assess the risks or hazards that may arise for children and identify steps to remove, minimise and manage those risks and hazards in a written risk assessment. This includes the consideration of adult to child ratios and carrying out regular head counts of children throughout the visit. In the unlikely event of a child going missing whilst on an outing we also have the following procedure which we implement in addition to the above:

- Some staff will be deployed to start an immediate thorough search of the area, ensuring that all other children remain supervised, calm and supported throughout
- If appropriate, on-site security will also be informed and a description given
- The most senior member of staff on the outing will inform the police and then inform the nursery who will contact the child's parents giving details of what has happened. If the whole nursery is on an outing, all contact details will be taken on the trip by the person in charge
- During this time, some staff will be continually searching for the missing child, whilst other staff maintain the safety and welfare of the remaining children
- It is the most senior member of staff's responsibility to ensure that there are adequate staff to care for the children and get them back safely, a member of staff to meet the police and someone to continue the search.

This policy was adopted on	Signed on behalf of the nursery	Date for review
14/04/2026	<i>Carol Daly</i>	30/04/2028