

**27. SUPERVISION OF CHILDREN – INDOOR AND OUTDOOR**

<b>Document Title:</b>	<b>Supervision of Children - Indoor and Outdoor</b>
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<b>Person responsible for approving Policy</b>	<b>Paul McDonald</b>
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**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

**Statement of Intent:** Our intention is to ensure that children are safe in the setting both indoors and outdoors by having proper supervision by the staff team. Young children are curious about their environment where they see opportunities for exploration and investigation in their indoor and outdoor environment.

Children are especially vulnerable and rely on responsible adults to care and protect them.

**Policy and Procedure:** This policy must be followed and implemented by all staff working in the Service. Staff must be vigilant and observant in their supervision to ensure the safety, health and wellbeing of the children at all times. Staff must be familiar with the environment and any possible hazards.

**Appropriate Supervision:**

- Each child attending the Service is under the supervision of a qualified staff member at all times.
- Children are supervised primarily by sight - that is, observation.
- Supervision for short intervals by sound (listening) is allowed as long as relevant staff can talk with the children who are out of sight (example: children who can use the toilet independently)

**WE BELIEVE EVERYONE SHOULD HAVE THE OPPORTUNITY TO BELONG TO HEALTHY, CONFIDENT, SECURE AND CONNECTED COMMUNITIES.**

- Constant careful supervision by both sight and sound occurs to ensure children's safety, where risks are higher (examples: climbing trees, swimming, bonfires, ponds, water tables, sensory play activities)
- Supervision is appropriate at all times including during:
  - indoor activities;
  - outdoor activities;
  - mealtimes;
  - outings (where undertaken);
  - sleep time;
  - toileting and nappy changing; technology use, including internet access;
- Supervision considers:
  - the required adult : child ratio;
  - the individual children's needs;
  - the activities being engaged in;
- staffing levels so that supervision of children is not compromised due to unexpected staff absences (examples: late arrivals, unplanned leave (sick leave))
- No person on the premises is under the influence of alcohol or any other substance that has a detrimental effect on their functioning or behaviour during the service's hours of operation. (Note: (foot note at the end of QFA p 75) The result of a wrong action or a failure to follow correct procedures that has a damaging or harmful effect. The person in charge must be satisfied and have documentary medical advice for relevant staff members taking medication, confirming that the medication will not impair that staff member's ability to care for children properly)

### **Sleep**

- Sleeping children are supervised at all times by:
  - A staff member remaining in the room where children are sleeping, or
  - a staff member going into the sleep room at least every 10 minutes and observing each child;
- Physical checks of sleeping children (at least every 10 minutes) are recorded in accordance with the service.
- Where used, sound monitors increase supervision but these monitors do not replace direct visual and auditory supervision.

**Food and Drink:** Children are supervised while eating and drinking.

**Toileting:** Children who are able to use the toilet facilities independently are supported to do so. Staff are within hearing range of children in case help is needed.

### **Quiet Play**

- Spaces, indoors and outdoors, where children choose or have the opportunity for alone time or quiet play are designed with visibility in mind that allows constant adult supervision in an unobtrusive way.
- Equipment and furniture are arranged to ensure effective supervision while also respecting children's wishes for alone time and space.

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**Indoor Area:** The staff child/ratios for indoor play will be in compliance with the Child Care Act 1991 (Early Years Services) Regulations 2016. Staff/child ratios will be applicable to the age range specified in the Child Care Act 1991 (Early Years Services) Regulations 2016. Staff will be vigilant about supervising children indoors.

**Entrance Area:**

- All staff must follow the practices in relation to access of parents/guardians and children through the main door.
- When people reach the outside door of the Service, staff should not allow entry unless they are sure that the person is:
  - A parent
  - An authorised collection person
  - A visitor (staff should be informed of any expected visitors and given the name and company of the person visiting)
  - Early Years Inspection Team
  - If in doubt, check with the Manager

**Corridor/Hallway Area:**

- Staff must be constantly vigilant in this area and children must not be allowed in the corridor unaccompanied.
- Staff should teach children that this area is for hanging coats and their bags. The children should learn to move quickly into their appropriate rooms. Staff should talk to the children at this time about what activities will be happening in the room so that children's attention can be focused in getting to their rooms as opposed to spending time in the corridor.

**Individual Rooms:**

- A daily risk assessment of the rooms should take place.
- Staff should ensure that their presence and position in the rooms allows that all areas of the room are under constant supervision and that all children are in the sight of at least one member of staff, at all times.
- Staff should observe due care and attention when opening presses ensuring that children are not standing nearby.
- Child Care safety latches should be used at all times on the presses and the doors as appropriate.
- Staff should do regular headcounts and ensure they match with the child register.
- Staff should be aware of any 'blind spots' in the rooms
- The blinds/curtains on the windows should be used appropriately to ensure that the glare from the sunshine does not have an impact on the children.

**Outdoor Play Area [See also Outdoor Play Policy]:**

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- The staff child/ratios for outdoor play will be in compliant with the Child Care Act 1991 (Early Years Services) Regulations 2016. A minimum of one staff for every group will be present at any one time. Staff will be vigilant about supervising children outdoors. The outside time is play time for the children. The adult is there to supervise and lead games or play and ensure that the children are in no danger to themselves or their peers. Staff should not sit and should ensure they have a good view of the whole area.
- Staff should ensure that their presence and position in the outdoor play area allows that all areas of the outdoor area are under constant supervision and that all children are in the sight of at least one member of staff, at all times.
- The outdoor play area must be checked by a staff for safety before any children use the outdoor play area (see outdoor play policy).
- A regular headcount should be done with the children outside and this should be matched against the register, which should be brought outside.
- Children should be made aware of any rules for playing outside [for example use of equipment]

**Outings [See also Outings Policy]:**

- All outings are risk assessed and an outings checklist is used for each outing. This is outlined in detail in the Outings Policy.
- The staff/child ratios for outings should be confirmed with the Insurance company in the first instance, as this ratio may be higher than the Child Care Act 1991 (Early Years Services) Regulations 2016
- Staff should ensure that they follow the requirements of the Outings Policy and Procedure
- Staff must ensure that they constantly supervise the children in their care. A regular headcount should be done with the children on outings and this should be matched against the register, which should be brought on outings.

(Please also see our Missing Child policy where a child goes missing from the Service)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

**Person responsible for approving the Policy**

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