Child Safety and Supervision Policy

Policy Statement

The safety, security, and wellbeing of every child in our care are our highest priorities.
We provide a secure, well-supervised environment where children are supported to explore, learn, and develop safely.
Our staff maintain constant awareness, use effective communication, and follow clear procedures to ensure that every child is supervised, accounted for, and protected from harm at all times — from arrival through to collection.

Supervision Standards

We recognise that effective supervision is not only about physical presence but also about active engagement and awareness. Staff are deployed to maintain full visibility and awareness of all children throughout the day, indoors and outdoors.
Children are always within sight or hearing of staff, depending on their age, stage of development, and the activity involved. Staff interact with children as they play and learn, ensuring both safety and positive engagement.
Staff-to-child ratios always meet or exceed the requirements set out in the EYFS Statutory Framework:

- Under 2 years: 1 adult to 3 children
- 2 years: 1 adult to 5 children
- 3 years and over: 1 adult to 8 children (or 1:13 if led by a qualified teacher or EYP)

Staffing levels are adjusted as needed to ensure the safe supervision of children with additional needs or during higher-risk activities, such as cooking, outdoor play, or trips.
No child is ever left alone or unsupervised with visitors, students, or volunteers.
Staff communicate clearly with one another about children's whereabouts, especially during transitions between rooms or outdoor areas. Registers, headcounts, and regular visual checks ensure that all children are accounted for at all times.

Safety and Security on the Premises

Our premises are designed and maintained to provide a secure and safe environment. Entry and exit points remain locked or monitored during sessions, and visitors are admitted only by authorised staff.
All visitors must sign in and out and are accompanied at all times while on site. They are never left alone with children.
Daily risk assessments are carried out to identify and reduce hazards across all areas of the setting, including classrooms, toilets, kitchens, and outdoor play spaces.
Children are encouraged to learn about safety through everyday routines, such as walking safely indoors, using resources appropriately, and helping to keep play areas tidy.
Electrical, heating, and safety equipment are checked regularly in accordance with our **Health and Safety Policy**, and emergency exits are kept clear at all times.
Staff belongings and confidential records are stored securely to prevent unauthorised access.

Arrival and Departure of Children

We aim to make the start and end of each session calm, positive, and secure for children and families.

A member of staff greets each child on arrival and records their attendance in the register.

Parents are encouraged to share any relevant information at drop-off, such as medication updates or changes to collection arrangements.

Children are only released into the care of their parents, carers, or another authorised adult named on their registration form. If a different person will be collecting a child, parents must notify the setting in advance and provide the agreed **password** or written authorisation.

No child will be released to anyone under the age of 18 or to anyone who appears unfit to care for them.

At the end of the session, staff bring children to the collection area individually.

All children remain supervised until they have been safely handed over. If a parent is late, our **Late Collection Procedure** is followed, and children remain under staff care until collected.

Registers are completed for both arrival and departure, ensuring an accurate record of attendance. Any unexplained absence is followed up in line with our **Missing Child Procedure**.

Missing Child Procedure

Although we take every precaution to ensure children's safety, the possibility of a child going missing cannot be completely ruled out. In the unlikely event that a child cannot be found, the following actions will be taken immediately:

If a child goes missing on the premises:

- The staff member who notices the absence informs the manager or person in charge without delay.
- The manager organises a full search of the building, outdoor area, and surrounding spaces while another member of staff supervises the remaining children calmly.
- Doors and gates are checked to identify how the child may have exited.
- If the child is not found promptly, the **police are called immediately**, followed by the parents or carers.
- Once the child is found, the manager completes a full written report, including statements and findings, and reviews procedures to prevent recurrence.
- Ofsted and the insurance provider are notified as required.

If a child goes missing during an outing:

- The group is brought together and counted.
- One staff member remains with the children while others search the area.
- If the child is not located quickly, the **police and parents** are contacted without delay.
- The manager is informed and completes a full investigation and report when the group returns.

If a child fails to arrive (unexplained absence):

- Parents are contacted by phone to confirm the reason for absence.
- If contact cannot be made, alternative emergency contacts are called.
- If no contact is possible and there are safeguarding concerns, the **Local Authority Designated Officer (LADO)**, **Children's Social Care**, or the **police** are informed.
- All actions are documented as part of our safeguarding records.

Emergencies and Evacuation

We have clear procedures for emergencies such as fire, gas leaks, or security incidents.
Fire drills take place at least once a term, and staff are trained to escort children safely to the designated assembly point.
Registers are taken to ensure all children and staff are accounted for before re-entry is permitted.
All emergency procedures are reviewed regularly and practised to ensure confidence and readiness.

Monitoring, Training and Review

Supervision and safety practices are reviewed regularly to ensure ongoing compliance with statutory guidance.
The manager monitors staff deployment and practice to ensure children remain safe and visible at all times.
Staff receive training on supervision, safeguarding, risk assessment, and emergency response as part of their induction and ongoing development.
This policy is reviewed annually, or immediately following any incident, near miss, or change to legislation or guidance.

Legal and Guidance Framework

- *EYFS Statutory Framework* (Sections 3.27–3.75)
- *Health and Safety at Work Act 1974*
- *Management of Health and Safety at Work Regulations 1999*
- *Working Together to Safeguard Children (2023)*
- *RIDDOR 2013*
- *Ofsted Notification Requirements*

Signed: _____
Name: Stacey Humphrey
Position: Manager
Date: _____