



## John Scottus Pre-School

### Supervision of Children Policy

This policy will be available to view and examine by all members of the school community: Parents, Staff, Board of Management and Trustees. They will be available for inspection in the Pre-school classroom in Old Conna, Ferndale Rd, Rathmichael, Co Dublin and on our School website.

Child Care Act 1991 (Early Years Services) Regulations 2016 ([Síolta Standard 9 Health and Welfare](#)) ([National Standard 8: Care, Play and Learning](#), [National Standard 9: Nurture and Well-Being](#), [National Standard 10: Behaviour](#), [National Standard 19: Equipment and Materials](#), [National Standard 20: Safety](#))

<b>Document Title:</b>	<b>Supervision of Children Policy</b>
<b>Revision Number:</b>	<b>1</b>
<b>Document Author:</b>	<b>John Scottus Pre-School</b>
<b>Document Approved:</b>	<b>Board of Management</b>
<b>Date the Document is Effective From:</b>	<b>July 2020</b>
<b>Scheduled Review Date:</b>	<b>June 2021</b>
<b>Number of Pages:</b>	<b>3</b>

#### **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 our Pre-School. 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.

**Indoor Area:**

The staff child/ratios for indoor play will be in compliant 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 and egress 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

**Hallway Area:**

- Staff must be constantly vigilant in this area and children must not be allowed in the hall areas unaccompanied.

**Room Area:**

- A daily risk assessment of the room 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

**Toilet Area [See also Toileting policy]:**

- Staff must remain vigilant if children are in the toilet area and maintain supervision of that child at all times by checking in and out with them while remaining in the main room.
- Unless a staff member and the entire class are using the toilet facilities e.g. checking toilet before going outdoors, only one child should be in the toilet area at any time.

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

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 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
- Children should not be allowed interfere with the gate in outdoor area.