Playhouse Nursery

Supervision of Children, Outings and Visits Policy

1. Purpose

The purpose of this policy is to ensure that children at Playhouse Nursery are supervised at all times and that outings and visits are conducted safely and responsibly. The nursery is committed to maintaining high standards of supervision to protect children from harm and to ensure their safety both within the nursery premises and during external visits.

2. Scope

This policy applies to all staff members, volunteers, and students responsible for the supervision of children at Playhouse Nursery. It covers supervision within the nursery, outdoor play areas, and all outings or educational visits outside the nursery premises.

3. Supervision of Children

Children must be supervised by staff at all times to ensure their safety and wellbeing.

Staff must:

* Maintain appropriate staff-to-child ratios at all times.
* Ensure children are always within sight or hearing distance.
* Position themselves strategically to monitor all children during activities.
* Be attentive and avoid distractions while supervising children.
* Conduct regular headcounts, especially during transitions between activities or areas.
* Ensure that children are never left unattended.

Supervision should be active, meaning staff must engage with children while remaining alert to potential hazards.

4. Indoor Supervision

Within the nursery environment, staff must:

* Monitor children during play and learning activities.
* Ensure children use equipment safely.
* Prevent overcrowding in play areas.
* Supervise children during mealtimes, rest times, and toileting routines.

5. Outdoor Supervision

During outdoor play:

* Staff must check the outdoor area before children enter to ensure it is safe.
* Gates must remain closed and secure.
* Staff must be positioned to supervise all areas of the playground.
* Climbing equipment must be supervised carefully to prevent falls.

6. Outings and Educational Visits

Outings and visits provide valuable learning experiences but require careful planning and supervision.

Before any outing, staff must:

* Conduct a risk assessment of the location.
* Obtain written parental consent.
* Ensure appropriate staff-to-child ratios are maintained.
* Carry emergency contact information for all children.
* Take a first aid kit and any necessary medications.
* Brief staff on their roles and responsibilities during the outing.

7. Safety Procedures During Outings

While on outings, staff must:

* Perform regular headcounts.
* Keep children within close supervision at all times.
* Use safety measures such as walking ropes or hand-holding where appropriate.

* Ensure children wear identifiable clothing if necessary.
* Keep children away from hazards such as roads or crowded areas.

8. Transportation Safety

If transportation is required for outings:

* Vehicles must be safe, insured, and suitable for transporting children.
* Child safety seats or seat belts must be used where required.
* Staff must ensure children enter and exit vehicles safely.
* Headcounts must be conducted before departure and upon arrival.

9. Lost Child Procedure During Outings

If a child becomes separated from the group:

1. Staff must immediately alert other staff members.
2. One staff member should remain with the group while another searches the immediate area.

3. The Nursery Manager and relevant authorities must be contacted if the child is not located quickly.

4. Parents or guardians must be informed as soon as possible.

5. A full incident report must be completed.

10. Staff Responsibilities

All staff involved in supervising children or outings must:

* Follow this policy and related safety procedures.
* Remain vigilant and aware of potential risks.
* Communicate effectively with other staff members.
* Report any incidents, hazards, or concerns immediately.

11. Record Keeping

The nursery must maintain records of:

- Parental consent for outings
* Risk assessments for visits

* Staff assigned to each outing

* Incident or accident reports if required

12. Monitoring and Review

This policy will be reviewed regularly to ensure the safety of children and to maintain compliance with nursery regulations and best practices.

Policy Review Date: 05/03/2026