



## **LITTLE CRICKETS NURSERY AT SPRINGMEAD SCHOOL - PUPIL SUPERVISION & LOST AND MISSING CHILDREN**

This policy covers the supervision of children in Little Crickets Nursery at Springmead School. There is a separate policy that covers the supervision of children from Reception to Year 6.

### **1. LITTLE CRICKETS NURSERY PROVIDES FOR CHILDREN FROM THE AGE OF RISING 3 YEARS. STAFF COMPLY WITH EYFS RATIOS AT ALL TIMES. THE ROTA HAS BEEN PLANNED AROUND THESE RATIOS. THE RATIOS PERTINENT TO THE NURSERY ARE AS FOLLOWS:**

1.1 For children aged three and over in independent schools, where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable Level 6 qualification ...is working directly with the children:

- at least one member of staff for every 13 children.
- at least one other member of staff must hold a full and relevant Level 3 qualification.”

1.2 For children aged three and over in independent schools, where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable Level 6 qualification ...is working directly with the children:

- there must be at least one member of staff for every 8 children
- at least one other member of staff must hold a full and relevant Level 3 qualification
- at least half of all other staff must hold a full and relevant Level 2 qualification.

### **2. WE ADHERE TO OR EXCEED THE OFSTED AND ISI STAFFING RATIOS SET OUT ABOVE AT ALL TIMES. CHILDREN ARE SUPERVISED IN THESE RATIOS AT ALL TIMES, BOTH IN THE NURSERY ROOMS AND IN THE OUTDOOR AREA. THE STAFF ARE DEPLOYED ACCORDINGLY AT TIMES WHEN THERE ARE SOME CHILDREN OUTSIDE AND SOME INSIDE, AND ALWAYS MAINTAIN THE RATIOS BY MOVING WITH THE CHILDREN FROM ONE SPACE TO ANOTHER.**

### **3. IN THE THREE AND FOUR YEAR OLD ZONES, CHILDREN MAY GO TO THE TOILET WITH LIMITED SUPERVISION IN ORDER TO PROMOTE INDEPENDENCE, BUT THIS IS ALSO MONITORED BY STAFF WHO ARE AWARE OF WHERE THE CHILDREN ARE AT ALL TIMES.**

#### **Procedures and Risk Management to be followed in the event of a child being lost:**

- Full supervision of all other children will be maintained
- The Headteacher, the Deputy Headteacher and the Administrator will be informed as soon as possible
- The following actions will take place concurrently
  1. a search of the premises and immediate vicinity, this will usually involve an evacuation drill to head count and sweep the building.
  2. contact the police
  3. contact the parents/guardian

### **1. PROCEDURES AND RISK MANAGEMENT TO BE FOLLOWED IN THE EVENT OF A CHILD BEING LOST**

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  3. contact the parents/guardian

## **2. PROCEDURES AND RISK MANAGEMENT TO BE FOLLOWED IN THE EVENT OF A PARENT FAILING TO COLLECT A CHILD:**

The following actions will take place concurrently

1. contact the parents/guardian and/or emergency contacts for the child
2. inform the Headteacher
3. child to be kept on the school premises

If the parent/guardian cannot be contacted, the school will contact the police / social services

### **Monitoring and review**

Visual checks that procedures are followed including visitors book is being used and correctly completed and identification badges issued.