



# Lilly Brook Pre School supervision of children Policy

## Contents

<b>Reviewed</b> .....	1
Supervision of Children Policy – Statutory Compliance .....	2
<b>1. Policy Statement</b> .....	2
<b>2. Aims</b> .....	2
<b>3. Staff Ratios</b> .....	2
<b>4. Supervision Indoors</b> .....	3
<b>5. Supervision Outdoors</b> .....	3
<b>6. Supervision on Outings</b> .....	3
<b>7. Lost Child Procedure (Summary)</b> .....	4
<b>8. Responsibilities</b> .....	4
<b>9. Policy Review</b> .....	4

## Reviewed

When	First Review	Approval
25/04/2021	JWilson	JLindow
24/05/2022	JLindow	TWilson
16/04/2023	JLindow	TWilson
17/02/2026	JLindow	TWilson



# Supervision of Children Policy – Statutory Compliance

## 1. Policy Statement

At **Lilly Brook Pre School** we are committed to the safety, wellbeing, and development of all children. We provide continuous supervision indoors, outdoors, and during off-site visits.

**Statutory reference:** EYFS 2025, **Paragraph 3.35** – *“Staffing arrangements must meet the needs of all children and ensure their safety.”*

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## 2. Aims

- To ensure children are always appropriately supervised.
- To maintain required adult-to-child ratios at all times.
- To assess and manage risks effectively, including during outings.
- To promote safety while encouraging independence and learning.

**Statutory reference:** EYFS 2025, **Paragraph 3.36** – *“Children must usually be within sight and hearing of staff and always within sight or hearing.”*

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## 3. Staff Ratios

- **Children under 2 years:** 1:3 minimum
- **Children aged 2 years:** 1:5 minimum
- **Children aged 3 years and over:** 1:13 minimum (if a qualified practitioner is present)

**Statutory reference:** EYFS 2025, **Section 3.34** – ratios must be maintained indoors, outdoors, and during outings.

- Ratios may be increased according to risk assessment, the children’s needs, or for special trips such as the care home visit.
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## 4. Supervision Indoors

- Staff maintain clear sight and/or hearing of all children.
- Strategic positioning ensures all areas are visible.
- Headcounts are conducted regularly, especially during transitions, mealtimes, and toileting.
- Sleeping children are monitored in line with safe sleep guidance.
- Indoor spaces are checked for hazards before use.

**Statutory reference:** EYFS 2025, **Paragraph 3.42 and 3.43** – staffing arrangements must meet the children’s safety needs and children must always be within sight or hearing.

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## 5. Supervision Outdoors

- Outdoor areas are risk-assessed daily.
- Gates and boundaries are secured before play.
- Staff are positioned to maintain full visibility.
- Headcounts are conducted before and after outdoor play.
- Ratios are maintained according to EYFS requirements.

**Statutory reference:** EYFS 2025, **Paragraph 3.42 and 3.43** – staffing arrangements must meet the children’s safety needs and children must always be within sight or hearing.

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## 6. Supervision on Outings

We take children on local trips.

### **Procedures for care home trips with 4 children in 2 double buggies:**

1. Written parental consent is obtained.
2. A **specific risk assessment** is carried out and reviewed before each trip.
3. Children are securely strapped into double buggies with five-point harnesses.
4. Adult-to-child ratios are maintained according to risk assessment.
5. Headcounts are completed at:
  - Departure from setting
  - Arrival at care home
  - During return journey
  - Arrival back at setting
6. A mobile phone, first aid kit, and emergency contact details are carried.
7. Staff use high-visibility clothing when required.



8. Safe road-crossing procedures are followed.

**Statutory reference:** EYFS 2025, **Paragraph 3.89 to 3.90** – “Providers must assess the risks for each outing and take action to ensure children’s safety.”

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## 7. Lost Child Procedure (Summary)

In the unlikely event of a child going missing:

1. Immediate headcount and search of the area.
2. Contact emergency services if the child is not found quickly.
3. Inform parents/carers immediately.
4. Notify **Ofsted** as required.
5. Record the incident and review procedures.

**Statutory reference:** EYFS 2025, **Safeguarding and welfare requirement** – children’s safety must be paramount.

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## 8. Responsibilities

- **Manager/Registered Provider:** ensures ratios, risk assessments, and policies are maintained.
- **All staff:** responsible for active supervision and safeguarding at all times.
- **Students/volunteers:** never left unsupervised with children.

**Statutory reference:** EYFS 2025, **Paragraph 3.34 to 3.35** – staff arrangements must ensure children’s safety at all times.

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## 9. Policy Review

- Reviewed annually or sooner if legislation, EYFS guidance, or operational practice changes.

**Statutory reference:** EYFS 2025 – providers must follow the statutory framework and maintain up-to-date policies.