

# *St. Joseph's Nursery*



## Nursery Supervision and Ratio Policy

September 2024

Review: July 2026

## **POLICY REVIEW**

This policy will be reviewed in full by the Governing Body on a 2 yearly basis.

The policy was last reviewed and agreed by the Governing Body in July 2024

It is due for review in July 2026

Hayley Francis

Date: July 2024

Head Teacher

Lindsay Wise

Date: July 2024

Chair of Governors

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## **Statement of intent**

Practitioners are deployed at St Joseph's Nursery to ensure that the needs of children are met and that they are kept safe. This policy sets out how practitioners at the setting are deployed to ensure children are adequately supervised.

## **1. Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE (2023) 'Statutory framework for the early years foundation stage'

## **2. Roles and responsibilities**

The nursery manager will be responsible for ensuring:

- That staffing arrangements meet the needs of all children and ensure their safety.
- Staffing arrangements meet statutory requirements.
- Practitioners understand and follow the supervision and ratio requirements set out in this policy.
- Parents are informed about how practitioners are deployed and that parents are involved in these decisions where practical and possible.

Practitioners will be responsible for:

- Ensuring they understand and follow all the requirements set out in this policy.
- Being aware of their own location and that of the others around them to ensure that ratios are met at all times and children are being kept safe.

## **3. Key person**

Each child at the setting will be assigned a key person. The key person will be responsible for ensuring that the child's care is tailored to their individual needs, helping the child to become familiar with the setting, offering a settled relationship for the child, and building a relationship with their parents.

When a child starts attending the setting, their parents will be informed of the name of their key person and what their role is. The key person will work with the child's parents in guiding the child's development at home and will also help families to engage with more specialist support if this is required.

## **4. Practitioner qualifications**

The setting will ensure that the nursery manager:

- Holds an approved level 3 qualification or above.
- Has at least two years' experience of working in an early years setting or at least two years' of other suitable experience.

The setting will ensure there is a named deputy who is capable and qualified to take the place of the nursery manager if they are absent.

At least half of all other practitioners at the setting will hold at least an approved level 2 qualification.

## 5. Ratios

The ratio and qualification requirements below apply to the total number of staff available to work directly with children. Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made.

For children aged under two:

- There will be at least one practitioner for every three children.
- At least one practitioner will hold an approved level 3 qualification and will be suitably experienced in working with children under two.
- At least half of all other practitioners will hold an approved level 2 qualification.
- At least half of practitioners will have training that specifically addresses the care of babies.
- Where there is a room for children under two-years-old, the practitioner in charge of the room will have suitable experience of working with children under two.

For children aged two:

- There will be at least one practitioner for every five children.
- At least one practitioner will hold an approved level 3 qualification.
- At least half of all other practitioners will hold an approved level 2 qualification.

For children aged three and over:

- There will be at least one practitioner for every eight children.
- At least one other practitioner will hold an approved level 3 qualification.
- At least half of other practitioners will hold an approved level 2 qualification.

The nursery manager will have overall responsibility for ensuring the above ratios are adhered to; however, practitioners will also be responsible for being aware of their own location and the whereabouts of children and their colleagues.

## 6. Recording attendance

Practitioners will record the arrival and departure of all children on the attendance register as soon as the child arrives or leaves the nursery. Each day, the nursery manager will check the register to ensure it matches which children attended the nursery that day.

Headcounts will be undertaken in the following circumstances:

**[Outline when your setting undertakes headcounts – some examples have been provided.]**

- When a child arrives at or leaves the setting
- When there is a change to the group of children, e.g. when another child joins the group
- When a child arrives at or leaves the room when visiting from another room
- When a group of children move within the setting, e.g. when transitioning to mealtimes or outside

- When a new session starts, e.g. when a morning session ends and an afternoon session begins

Information about headcounts will be recorded on the register and/or on the attendance board where the number of children present will be displayed, including what time the headcount was taken and who completed it.

## **7. Supervision arrangements**

Practitioners will be deployed to meet the needs of all children at the setting and ensure their safety.

Practitioners will ensure that children are usually within sight **and** hearing at all times and that children are always within sight **or** hearing. When children are eating, they will be within sight **and** hearing of a member of staff.

Practitioners will adhere to the following supervision requirements:

- Be aware of the location of children at all times, their location and the location of other practitioners to ensure ratios are always met.
- If they need to do something that will take them away from your group, inform the other practitioners as they will need to ensure that their deployment is adapted accordingly.
- Only those aged 17 or over may be included in ratios if they are suitable, and staff under 17 should be supervised at all times. Suitable students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if the nursery is satisfied that they are competent and responsible.

Supervision arrangements will be adapted depending on the activities the children are taking part in. For example, supervision will be enhanced when children are engaging in riskier aspects of play. Risk assessments will be conducted to determine the supervision requirements for each activity.

When a child arrives at or leaves the setting, there will always be a handover between a practitioner and the parent. Where practical and possible, the handover will be conducted by the child's key person.

## **8. Parental engagement**

Parents will be informed about how practitioners in the setting are deployed and will be updated if any changes are made to these arrangements. Where relevant and practical, parents will be involved in decisions about how practitioners are deployed. The setting will engage with parents in the following ways:

- Monthly stay and play sessions for prospective families
- Termly parent meetings with their key workers
- Weekly photos and updates on Kinteract, our online learning platform
- Weekly newsletters
- Parent workshops

## **9. Monitoring and review**

This policy is reviewed biannually by the nursery manager. Any changes to this policy will be communicated to all practitioners and the parents of children attending the setting. The next scheduled review date for this policy is July 2026.