



WEST BUCKLAND
PRIMARY SCHOOL
AND NURSERY

West Buckland Primary School and Nursery

Observations, Supervisions & Play guidelines

Supervision of Children

At West Buckland Primary School & Nursery we aim to protect and support the welfare of the children in our care at all times. The Headteacher is responsible for all staff, students and relief staff receiving information on health and safety policies and procedures in the setting in order to supervise the children in their care suitably.

Supervision

We ensure that children are supervised adequately at all times, whether children are in or out of the building through:

- Making sure that every child is always within the sight and/or hearing of a suitably vetted member of staff. Monitoring staff deployment across the setting regularly to ensure children's needs are met.
- Ensuring children are fully supervised at all times when using water play as we are aware that children can drown in only a few centimetres of water.
- Taking special care when children are using large apparatus e.g. a climbing frame, and when walking up or down steps/stairs.
- Staff will support children to identify, minimise and manage risks in their play.
- Making sure staff recognise and are aware of any dangers relating to bushes, shrubs and plants when on visits/outdoors.
- Supervising children at all times when eating.
- Supervising sleeping children and never leaving them unattended (in accordance with our Safe Sleep Policy).
- Never leaving children unattended during intimate care situations.
- Supervising children carefully when using scissors or tools, including using knives in cooking or hammers in Design Technology activities where this is required.
- Increasing staff: child ratios during outings to ensure supervision and safety.
- Strictly following any safety guidelines given by other organisations or companies relating to the hire of equipment or services e.g. hire of a bouncy castle and a member of staff MUST supervise the children at all times.

Outdoor play

At West Buckland Primary School & Nursery we are committed to the importance of daily outdoor play and the physical development of all children regardless of their age and stage of development. We provide outdoor play in all weathers. Where possible and appropriate, we make outdoor activities accessible to children with learning difficulties and disabilities to ensure inclusive use of the outdoor area.

The outdoor areas, both within the School grounds and in the local community have a wealth of experiences and resources which help children to develop in a variety of ways, including independence, exploration and investigative skills, risk taking and self-esteem, all of which support children to develop skills now and for the future.

We ensure all areas are safe and secure through close supervision and the use of robust risk assessments and safety checks. Where possible and appropriate, we plan and encourage play that helps children understand and manage risks. This type of play allows children to explore and find their own boundaries in a safe environment with supportive practitioners, as well as building resilience. Staff are informed of the importance of safety procedures and are trained appropriately to ensure these procedures are followed effectively.

We obtain parental permission before any child leaves the setting during the day. This includes short outings into the local community. There is more information in the Trips & Visits policy.

We plan all outdoor play opportunities and outings to complement the indoor activities and provide children with purposeful activities that support and follow individual children's interests. There is a balance of both adult-led and child-initiated opportunities to enable children to learn and practice new skills, knowledge and behaviours.

Where activities take place away from the setting (e.g. in the local wood) then a mobile phone and first aid kit will be taken to ensure the safety of children at all times as well as them wearing high-viz jackets. A trained first aider, or paediatric dependent on the age of the children in the group, will be present when away from the main setting.

Food Play

At West Buckland Primary School & Nursery we ensure any food we use for play with the children is carefully supervised. We will also use the following procedures to ensure children are kept safe:

- Choking hazards are checked and avoided.
- We will not use whole jelly cubes for play. If we do use jelly to enhance our play then all jelly will be prepared with water as per the instructions and then used.
- All allergies and intolerances will be checked and activities will be adapted to suit all children's needs so no child is excluded.
- All activities including food will be included on the planning sheets showing all allergens so all staff and parents are aware of the ingredients.
- Children's allergies will be visible to staff when placing out food play activities to ensure all needs are met.
- Any cooking activities will be checked prior to start to ensure all children are able use all the ingredients based on their individual needs.
- We will not use food in play unless it enhances the opportunities children are receiving from the activity. Many of the foods will be reused in other activities, especially the dry materials.

Key Workers

In Nursery children will be assigned a key worker. A Key Worker is a named person who has responsibility in the Nursery for working with you and your child to meet individual needs, record their progress and complete stator paperwork.

The Key Worker will:

- Build healthy and safe relationships to ensure children feel secure.
- Be part of the planning and recording of provision that meets children's individual needs.
- Help children feel confident, build resilience and grow.
- Engage with children through play and conversation, helping develop their social skills.
- Provide a reassuring point of contact for parents.
- Observe and plan for children's likes, interests and individual needs as part of a team.
- Will meet the needs of each child and respond sensitively to their feelings, behaviour and ideas.
- Will identify themselves as your child's 'Key Worker'.
- Share the child's 'learning journey' regularly with parents, and value their written or verbal contributions using our online platform, Family.
- Support a child through transitional periods when changing settings or starting school.
- Plan for all shared communications and transfer of documents when transition to a new setting or school, with support from the EYFS lead.
- Be available during new situations, or at times of anxiety or illness.
- Deliver any additional support to interventions to your child as necessary.

We therefore ask you as parents to share information about your child with their Key Worker and talk to them as a first point of call about any concerns you may have. Please keep the Key Worker updated with any changes in routines or changes in your child's home life, for example, if you are moving house or expecting a sibling, as your child's Key Worker will be able to support your child through transition times. Please let them know of any new interests your child may have or special experiences they may have taken part in as their Key Worker will be able to discuss these further in the Nursery. Tell your child's Key Worker about any developmental milestones that your child has reached at home so that together we can celebrate your child's achievements and plan suitable next steps to support them.