

## Policy 25

### **Supervision of Staff**

The person in charge is responsible for ensuring all staff are registered to work on the premises. Checks are carried out by the inspection body, however staff can work in the nursery before these checks are completed as long as they are supervised by registered staff at all times.

All nursery staff will be informed of staff awaiting registration clearance.

Unregistered staff will never:

- 1 be left unsupervised whilst caring for children
- 2 take children for toilet visits unless supervised by registered staff
- 3 change nappies whilst unsupervised
- 4 be left unsupervised during outdoor play
- 5 be left alone in a room with children
- 6 administer medication
- 7 administer first aid.

Whilst ensuring all the above are adhered to, we still recognise that it is vital that the unregistered member of staff is made to feel part of the team and participate fully in every other aspect of the nursery day.