

# TAYLORED SCIENCE Supervision of Children Policy

This Policy Includes:

- Taking children off-site to escort them to WASPs
- Procedure in the event of a lost child
- Provision for an uncollected child

Reviewed August 2024 – Andrea Taylor

Next Review August 2025

Taylor Science takes the health, safety and well-being of the children in our care and the adults connected to our business seriously. We have put this policy in place to ensure that:

- children are adequately supervised at all times
- procedures are in place in the event of a child getting lost
- provision is made for a child who has not been collected from an activity

## **Supervision of Children in a Single Location**

When activity sessions are taking place in a single setting (including in buildings and/or private outdoor space), children will be supervised by a suitably qualified activity leader. Another adult (connected or unconnected to Taylor Science) should always be present within the bounds of the setting for the duration of the activity.

In the unlikely event that the activity leader needs to leave their group for a short period of time, another responsible adult (who may or may not be qualified) should be asked to supervise the group until the activity leader returns.

If the age and/or maturity of the child is judged to be sufficient, children will be permitted to go to the toilet or on a short errand alone or in pairs. Activity leaders should be aware of how long a child has been absent for. In some circumstances it may be judged appropriate to send a responsible child to check that the absent child is OK. An older child may escort a younger child when deemed safer and appropriate.

## **Supervision of Children in a Public Outdoor Area (Including Escorting Children to WASPS After School Care)**

If activities (including walking to WASPS) are taking place in a public outdoor space, a full Risk Assessment will be conducted. Children will be supervised under OEAP guidance ratios:

- Age Equivalent of Years 1, 2 and 3 – Adult:Child – 1:6
- Age Equivalent of Years 4, 5 and 6 – Adult:Child – 1:15 to 1:10

### **Procedure in the Event of a Lost Child**

We take all reasonable precautions to ensure the safety of the children in our care. In the unlikely event that a child should go missing from an activity session based on private premises:

- The activity leader should make a thorough search of all the areas used by that group since the child was last seen to eliminate simple mistakes or misunderstandings.
- A search should be organised of the rest of the building, including outside areas, with priority given to outside areas with direct public access.
- Information may be sought from other children in the group.
- If the child has still not been found, a responsible adult may be required to search the surrounding area to ascertain if there is any information to suggest the child's possible whereabouts or direction of travel.
- If, after a thorough search, the child is not found the police will be called.
- A parent/carer will be informed.

In the unlikely event that a child should go missing from an outdoor public location:

- The activity leader should do a headcount to confirm that the child is missing and ascertain whether any other children are missing.
- Information may be sought from other children in the group.
- One adult, or the whole group if appropriate, should retrace their movements to the last place that the child was seen.
- If (after an appropriate length of search) the child is not found, the police will be called.
- A parent/carer will be informed.

### **Provision for an Uncollected Child**

Should a parent/carer be unreasonably late in collecting a child, a parent will be contacted to ascertain the nature of the delay. The activity leader will remain with the child until the situation is resolved.

Taylor Science reserves the right to escort an uncollected child to the wrap-around care provision run by or linked to the child's school. In such circumstances the parent or carer of the child would be liable for any childcare fees incurred.