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| **Staffing and Supervision Policy- CM Sports** | |
| This version date | January 2025 |
| Review date | January 2026 |

**Policy Statement**

CM Sports is committed to ensuring high standards of care, safety, and support for all children attending our wraparound settings. We recognise that effective staffing and supervision are fundamental to promoting children’s wellbeing, learning, and development, and to safeguarding them from harm.

**Aims**

* To ensure all children are adequately supervised at all times.
* To maintain appropriate staffing levels in accordance with statutory requirements.
* To ensure all staff are suitably qualified, experienced, and supported in their roles.
* To establish clear procedures for monitoring, appraising, and supporting staff performance.
* To promote a safe and positive environment for children and staff.

**Staffing Ratios and Deployment**

* CM Sports adheres to the legal staffing ratios set out in the Early Years Foundation Stage (EYFS) framework:
  + Children aged 4–7: minimum 1 adult to 8 children.
  + Children aged 8 and over: minimum 1 adult to 10 children (though we aim for 1:8 as good practice).
* A minimum of **two staff members** will be present at all times, including during drop-off and collection periods.
* Staff are deployed effectively across the setting to ensure children are always within sight or hearing of an adult.
* Staff breaks are scheduled to maintain supervision levels.

**Safer Recruitment**

* All staff are recruited following our **Safer Recruitment Policy** and complete:
  + Enhanced DBS checks
  + Reference checks
  + Interviews assessing values, safeguarding awareness, and relevant experience
* Volunteers and students are never left alone with children and are supervised at all times.

**Supervision of Children**

* Staff maintain appropriate supervision during:
  + Indoor and outdoor play
  + Transitions between activities or areas
  + Toileting and changing (following safeguarding protocols)
  + Trips or outings (with appropriate risk assessments)
* A daily headcount is taken regularly and especially during transitions.
* Walkie-talkies or mobile phones (school/setting provided) are used for communication when staff are split across multiple areas.

**Staff Supervision, Appraisal & Support**

* All staff receive **regular supervision sessions** (at least termly) with their line manager to:
  + Reflect on performance
  + Discuss concerns or training needs
  + Review safeguarding responsibilities
* An annual **appraisal** is completed to evaluate staff performance and set development goals.
* Staff have access to ongoing training and professional development, particularly in areas of safeguarding, behaviour management, and inclusion.

**Staff Conduct and Behaviour**

* All staff are expected to act as positive role models, demonstrating respect, patience, and fairness to children and colleagues.
* Staff must follow CM Sports’ **Code of Conduct** and all safeguarding protocols.
* Inappropriate behaviour or breach of policies will be addressed under CM Sports’ **Disciplinary Procedure**.

**Managing Staff Absences and Contingency Plans**

* Absences are recorded and monitored.
* A pool of trained bank staff is available to cover absences and maintain ratios.
* Emergency cover plans are in place to ensure minimal disruption to children's supervision.

**Safeguarding and Child Protection**

* All staff must complete safeguarding training and understand their duty to report concerns.
* Staff never use personal phones or cameras in the setting.
* Supervision protocols prevent lone working with children where possible.

**Monitoring and Review**

* This policy is reviewed annually or in response to changes in legislation or staffing structure.
* Feedback from staff, parents, and children is considered when reviewing this policy.

**Policy Approved By:**

**Name:** Nick Evans / Luke White / Matt Northcott  
**Role:** CM Sports Director  
**Date of Approval:** JANUARY 2025