



Staffing and Supervision Policy- CM Sports	
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1. Policy Statement

CM Sports is committed to maintaining safe, effective and appropriate staffing arrangements for all children attending our provision.

We recognise that appropriate staffing, deployment and supervision are fundamental to children's safety, wellbeing and safeguarding.

CM Sports will ensure that staffing arrangements meet applicable legal and regulatory requirements and are appropriate to the age, number and individual needs of children attending.

2. Aims

This policy aims to:

- Ensure children are appropriately supervised at all times.
- Maintain required staff-to-child ratios.
- Ensure staff are suitable, competent and appropriately trained for their roles.
- Deploy staff effectively according to the needs and risks of each activity.
- Provide appropriate supervision, support and development for staff.
- Maintain safe arrangements during staff breaks, absences, transitions and emergencies.
- Promote a positive, professional and safeguarding-focused culture.

3. Staffing Ratios and Deployment

CM Sports will comply with the applicable statutory staff-to-child ratios for the type and age range of provision being delivered.

Where EYFS requirements apply, CM Sports will follow the **current EYFS statutory framework for group and school-based providers**, including any applicable qualification requirements for staff who are counted within ratios.

The statutory ratio is a minimum requirement. CM Sports may deploy additional staff where this is necessary because of:

- The age or developmental stage of children.
- SEND or medical needs.
- Behavioural or safeguarding concerns.
- The nature or location of an activity.
- Trips, outings or activities away from the normal setting.
- Children requiring additional support or supervision.

- Identified risks within the setting or activity.

Staff deployment will be reviewed throughout the session and adjusted where circumstances change.

Children must always be adequately supervised and, where the applicable EYFS requirements apply, must be within sight and hearing of staff as required by the framework.

4. Minimum Staffing and Emergencies

CM Sports will plan staffing levels before each session and ensure sufficient suitable staff are available to maintain safe supervision.

Staff must not leave children unsupervised.

Where an unexpected staff absence, emergency or other circumstance means that safe staffing levels cannot be maintained, the manager or lead staff member must take immediate action. This may include:

- Re-deploying staff.
- Calling authorised additional staff.
- Reducing or stopping an activity.
- Temporarily restricting numbers.
- Contacting the relevant manager or senior person.
- Taking other appropriate action to safeguard children.

Staffing arrangements must never compromise children's safety in order to maintain normal activities.

5. Safer Recruitment and Staff Suitability

All staff are recruited and assessed in accordance with the CM Sports **Safer Recruitment, Vetting and Staff Suitability Policy**.

Checks will be completed at the level legally required for the individual's role.

CM Sports will ensure that staff:

- Are suitable to work with children.
- Receive appropriate safeguarding information and training.
- Understand their responsibilities.
- Have the qualifications, skills and experience required for their role.
- Are appropriately supervised where they are new, inexperienced or require additional support.

Volunteers and students will be appropriately supervised and will not be given responsibilities beyond their competence or authorisation.

Where EYFS requirements apply, CM Sports will comply with the current requirements concerning criminal record checks and staff suitability.

6. Supervision of Children

Staff must maintain active and appropriate supervision throughout sessions, including:

- Indoor and outdoor activities.
- Sports activities.
- Transitions between activities or areas.
- Arrival and collection.
- Toileting arrangements.
- Trips and outings.
- Meal and snack times where applicable.
- Periods of free play.

Staff must remain alert to children's behaviour, interactions, location and wellbeing.

Headcounts or other appropriate checks will be carried out regularly and particularly during transitions, changes of location and when children arrive or leave.

Where staff are working across different areas, appropriate communication systems will be used.

CM Sports will only use communication equipment in accordance with its **Acceptable Use of Mobile Phones and Devices Policy**.

7. Arrival, Collection and Transitions

Staffing arrangements must ensure children are appropriately supervised during arrival and collection.

Staff must follow CM Sports procedures for:

- Checking children into sessions.
- Authorised collection arrangements.
- Late collection.
- Children moving between activities.
- Headcounts and attendance records.
- Visitors and other adults entering the setting.

Any concern regarding an unauthorised collection, missing child or unexplained absence must be treated as a safeguarding concern and managed immediately.

8. Staff Breaks and Movement

Staff breaks must be planned so that required staffing and supervision levels are maintained.

Staff must not leave a child or group of children without appropriate supervision in order to take a break.

Where staff are required to move between areas or activities, responsibility for supervision must be clearly communicated before leaving an area.

9. Staff Supervision and Support

CM Sports will provide appropriate supervision and support to staff.

Supervision should provide opportunities to:

- Discuss performance and responsibilities.
- Identify training and development needs.
- Discuss safeguarding concerns.
- Reflect on practice.
- Raise concerns about workload, wellbeing or working arrangements.
- Review compliance with CM Sports policies and procedures.

The frequency of supervision will be proportionate to the individual's role and responsibilities. Formal supervision will normally take place at least termly where appropriate.

10. Appraisal and Professional Development

Where appropriate, staff will participate in an annual appraisal or performance review.

CM Sports will identify and support relevant training and development needs, including safeguarding and other training required for the individual's role.

Training may include:

- Safeguarding and child protection.
- First aid.
- Behaviour management.
- SEND and inclusion.
- Health and safety.
- Prevent awareness.
- Online safety.
- Safe coaching and activity delivery.
- Medication or specific medical needs where applicable.

11. Staff Conduct

All staff must act professionally and as positive role models.

Staff must:

- Treat children and colleagues with dignity and respect.
- Maintain appropriate professional boundaries.
- Follow the CM Sports Code of Conduct.
- Follow safeguarding procedures.
- Never use physical punishment or inappropriate behaviour management.
- Never use personal mobile phones or cameras inappropriately around children.
- Report safeguarding concerns without delay.
- Report low-level concerns in accordance with CM Sports procedures.

Concerns about staff conduct will be managed under the appropriate CM Sports safeguarding, disciplinary or low-level concerns procedures.

12. Safeguarding and Child Protection

Safeguarding is everyone's responsibility.

All staff must understand that “**it could happen here**” and must act immediately if they have a concern about a child.

Staff must:

- Know how to report safeguarding concerns.
- Report concerns to the Designated Safeguarding Lead (DSL) or appropriate safeguarding lead without delay.
- Contact emergency services where a child is in immediate danger.
- Record concerns accurately and factually.
- Maintain appropriate confidentiality.
- Share information where necessary to safeguard a child.

Staffing arrangements must support safe supervision and reduce opportunities for children to be exposed to avoidable risks.

13. Staff Absence and Contingency Planning

CM Sports will maintain appropriate arrangements for managing staff absence.

Where cover is required:

- Replacement staff must be suitable and appropriately checked for their role.
- Staffing ratios must continue to be met.
- Staff must have the skills and competence required for the activities they undertake.
- Children must not be left with unsuitable or unauthorised individuals.

If suitable cover cannot be arranged, CM Sports may need to modify, postpone or cancel an activity to maintain children's safety.

14. Lone Working

CM Sports will seek to avoid unnecessary lone working with children.

Where lone working is unavoidable, it must be appropriately risk assessed and managed in accordance with the **Lone Working Policy** and safeguarding procedures.

Staff must never use lone working arrangements to circumvent required staffing or safeguarding arrangements.

15. Monitoring and Quality Assurance

Managers and senior staff will monitor staffing and supervision through:

- Attendance and staffing records.
- Risk assessments.
- Session observations.
- Safeguarding reviews.
- Incident and accident records.
- Staff supervision.
- Feedback from staff, children and parents/carers where appropriate.

Any identified weakness in staffing or supervision will be addressed promptly.

16. Records

CM Sports will maintain appropriate records relating to:

- Staff attendance and deployment.
- Qualifications and training.
- Recruitment and suitability checks.
- Supervision and appraisal where applicable.
- Staffing incidents or concerns.
- Risk assessments.
- Safeguarding concerns and referrals where applicable.

Records will be managed securely in accordance with the **Data Protection, Confidentiality and Information Sharing Policy**.

17. Review

This policy will be reviewed at least annually or sooner where there are changes to legislation, EYFS requirements, safeguarding guidance, staffing arrangements or identified risks.