



## Supervision of staff

The Management team is responsible for ensuring all staff are registered to work on the premises. CRB forms are issued and checks carried out, 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 staff will be informed of staff awaiting clearance

Unregistered staff must never:

- Be left unsupervised whilst caring for children
- Take children for toilet visits unless supervised by registered staff
- Change nappies whilst unsupervised
- Be left unsupervised during outdoor play
- Be left alone in a room with children
- Administer medication
- Administer first aid

Whilst ensuring all the above are adhered to it is vital that the unregistered staff be made to feel a part of the team and participate fully in every other aspect of the Nursery day