POLICY DOCUMENT

The Recharge Club™

Supervision of Children and Visitors Policy

Maintaining Safe Supervision Ratios and Controlling Access to the Premises

Document Owner:	Mrs Michaela Cmorej, Director and Designated Safeguarding Lead
Company Name:	NutriDive Ltd
Company Number:	16659858
Trading Name:	The Recharge Club™
Registered Office Address:	39 Coltsfoot Drive, Chorley, PR6 0JP
Designated Safeguarding Lead:	Mrs Michaela Cmorej, Director
Deputy Designated Safeguarding Lead:	Mr Michal Cmorej, Deputy Director
Status:	Mandatory Policy — applicable to all staff, bank staff, volunteers and visitors
Date Adopted:	1st August 2026
Review Frequency:	Annually, and immediately following any related incident or change in statutory guidance
Next Review Due:	Twelve months from the date of adoption
Related Policy:	This policy is read alongside the Behaviour Management Policy, the Missing Child Policy and Procedure, and the Health and Safety Policy

1. Policy Statement

The Recharge Club™ maintains continuous, appropriate supervision of every child throughout every session, and controls access to its premises so that no unauthorised or unvetted adult ever has unsupervised contact with a child. This policy draws together, in one place, the supervision and access-control standards referred to across the organisation's wider policies.

> ***Every child is supervised at all times. Every adult on the premises who is not a vetted member of staff, whether a visitor, contractor, or delivery driver, is accompanied at all times. There is no exception to either rule.***

2. Purpose and Scope

This policy applies to every session at The Recharge Club™, to every child, member of staff, bank worker, volunteer, visitor, and contractor present, and to any off-site outing. It should be read alongside the Behaviour Management Policy, the Missing Child Policy and Procedure, the Health and Safety Policy, and the Safer Recruitment Policy.

3. Legal and Regulatory Framework

This policy has been written with regard to the following legislation and guidance:

- The Children Act 1989 and the Children Act 2004
- The Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children, the statutory guidance on inter-agency working to safeguard and promote the welfare of children
- Guidance issued by the Office for Standards in Education, Children's Services and Skills for providers registered on the Voluntary Childcare Register

4. Staff-to-Child Ratios

A minimum of two adults, including the Director, is present at every session, maintaining a ratio of no higher than one adult to five children for mixed low- to moderate-need groups, and a closer ratio of one adult to three children, or one-to-two, where an individual child's Individual Support Plan requires it, in line with the risk categories set out in the Behaviour Management Policy. If the minimum of two adults is not met, the session does not proceed.

5. Maintaining Sightlines and Headcounts

- A named key worker maintains awareness of each child's whereabouts throughout the session
- A headcount is carried out at every transition between activities, before and after use of the outdoor space, and before and after any meal or snack, in line with the Missing Child Policy and Procedure
- Staff position themselves so that all children within their area of responsibility remain within sight or easy reach at all times, and avoid situations where a single member of staff is responsible for children in two separate spaces at once

6. Supervision During Personal Care and Higher-Risk Activities

During personal care, a second member of staff is always aware that care is taking place and where, even where only one adult is directly providing it, in line with the Personal and Intimate Care Policy. During activities

presenting a distinct risk, such as cooking, use of tools, or water-based play, supervision is increased, and a specific risk assessment is followed, in line with the Health and Safety Policy.

7. Supervision During Outdoor and Off-Site Activities

The secure outdoor space is checked before every session to confirm boundary fencing and gates are secure, and is never used without direct staff supervision. During an off-site outing, staff-to-child ratios are never lower than those maintained on the premises, and a headcount is carried out at regular, defined intervals and always before leaving any location, in line with the Missing Child Policy and Procedure.

8. Visitors to the Premises

- Every visitor signs in and out, recording their name, the purpose of their visit, and the time of arrival and departure
- Photographic identification is checked for any visitor not already personally known to staff
- A visitor is accompanied by a member of staff at all times while on the premises during a session, and never has unsupervised access to any child
- A visitor is never left alone in an area where children are present without a member of staff also present

9. Contractors

Any contractor attending the premises for maintenance or repairs is supervised at all times while children are present, and, wherever possible, work requiring unsupervised access is scheduled outside of session hours, in line with the Health and Safety Policy. Contractors are asked to provide evidence of relevant qualifications and insurance before undertaking any work on the premises.

10. Volunteers and Students

A volunteer or student on placement is never left alone with a child, and is not counted towards the minimum staff-to-child ratio, in line with the Volunteers Policy. A volunteer or student always works alongside, and under the direct supervision of, a named member of paid staff.

11. Deliveries and Unexpected Callers

A delivery driver or unexpected caller is met at the entrance by a member of staff, does not enter the areas of the premises where children are present, and is never left unsupervised, even briefly. Where a delivery requires signing for or a brief conversation, this takes place without a member of staff leaving the children in their care unsupervised.

12. Roles and Responsibilities

Designated Safeguarding Lead	Mrs Michaela Cmorej, Director. Holds overall responsibility for supervision arrangements and visitor access control, and reviews any incident or near miss involving supervision.
Deputy Designated Safeguarding Lead	Mr Michal Cmorej, Deputy Director. Deputises fully for the Designated Safeguarding Lead in respect of this policy in their absence.
All Staff, Bank Staff and Volunteers	Maintain continuous, appropriate supervision of children at all times, and ensure no visitor, contractor, or caller has unsupervised access to a child.

13. Training

All staff, bank staff and volunteers are briefed on this policy as part of their induction, including staffing ratios, headcount procedures, and visitor access control, before working unsupervised with children.

14. Monitoring, Review and Related Policies

This policy is reviewed at least annually, and immediately following any related incident or change in statutory guidance. This policy should be read alongside the following related policies and documents:

- Behaviour Management Policy
- Missing Child Policy and Procedure
- Health and Safety Policy
- Personal and Intimate Care Policy
- Volunteers Policy
- Safer Recruitment Policy

This policy has been approved by the Director of The Recharge Club™ and forms part of the organisation's statutory compliance framework.