



Headcount Policy

Policy statement

At Little Elms, we recognise that the effective supervision of children is paramount to their safety and wellbeing. In line with the Statutory Framework, it is our policy to ensure that every child in our care is within sight and sound of staff at all times.

Headcount Procedures

In our nurseries, it is important to highlight that all adults working with children have a responsibility to ensure they know how many children they have in their care at any time. Effective communication is essential and all staff working with the children are expected to share when children arrive and depart, and the total number of children every time there is a change.

'Person in Charge'

Every playroom must have a 'Person in Charge' who is responsible for running the playroom on any given day, including ensuring the headcount procedures are followed and all children are accounted for at all times. This will **usually** be the Room Manager or Room Leader (in the Room Manager's absence). In the event there is no Room Manager or Room Leader present, another Level 3 qualified number of staff will be nominated to be responsible for each playroom.

The Nursery Management team is responsible for ensuring that each playroom in the nursery has a nominated 'Person in Charge' in the absence of a Room Manager or Room Leader. It is the Nursery Management's responsibility to ensure that the 'Person in Charge' is aware they have responsibility for the playroom for that specific session / day and that they are competent to carry out all duties expected of them, including compliance with this policy.

Headcount Check Document

The headcount check document should be used as a working document in each Little Elms playroom. As detailed within the procedure, this should be completed as required detailing the number of children and staff and cross referenced with the register which is updated as soon as a child arrives/departs.

In the unlikely event that the number of children counted at any given time does not match the register in the playroom and a child cannot be accounted for, the 'Person in Charge' must notify Nursery Management immediately.

All playrooms within Little Elms adopts the below procedures for headcounts and uses the Headcount Check Document to record these checks:

Hourly throughout the day

The 'Person in Charge' during each session (morning and afternoon) will be responsible for completing hourly headcount checks and documenting these on the Headcount Check Document.

Transition times

The 'Person in Charge' must complete a headcount and document this at the start of the transitional period, and again once the transitional period has been completed.

*Examples of transitions include moving from the playroom to the outdoor space, going on outings or local walks, transitioning children between playrooms for settling in sessions.

Non-Compliance



The Headcount Policy and Procedures are in place to safeguard children. Ensuring all children are accounted for is fundamental to their safety and wellbeing.

Therefore, failure to follow this policy and procedure correctly will be viewed as Gross Misconduct and may result in disciplinary action in line with Little Elm's Disciplinary Procedure.

Associated Documents:

- *Headcount Check Document*
- *Disciplinary Procedure*