



Supervision of Children within EYFS

Please read this policy in conjunction with:

- Pre-Prep Educational Visits
- Guidance - Missing Child Policy & Procedures and Collection of Children Policy and Procedures
- Admissions Policy
- Daily Routines and Duties
- Behaviour Policy
- School Rules

This policy applies to all staff that teach or supervise Nursery (Little Griffins) and Reception children.

Introduction

Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised and decide how to deploy staff to ensure children's needs are met. Providers must inform parents and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions. Children must always be within sight and hearing of staff.

Supervision duties are vital aspects of our duty of care of children. They ensure a safe and secure environment in which learning can develop as well as support a positive behaviour.

All learning environments either indoor or out must be covered daily by a practitioner or a teacher.

Practitioner and teachers must arrive promptly, supervise the whole of their learning environments either indoors or out and be proactive.

During break on dry weather days staff must ensure no one child or children are inside their classroom unless being supervised by an adult. When wet break is announced, children should be supervised within the EYFS classrooms.

Practitioners and teacher should be vigilant in spotting and reporting hazards.

The premises both indoors and outside must be safe and secure. Risk Assessments should be completed annually.

EYFS Arrival and Departure

Reception children may arrive from 7:45am, Nursery children may arrive at school from 8:00am, and are expected to go home by 5:50pm if they attend After School Activities. Children are not allowed on site without supervision or to be left before being taken into the classroom. Practitioners and teachers should follow the correct adult to child ratios whenever they are in the school. Those children arriving and leaving by minibus must be escorted by the bus driver to their classroom. All practitioners and teachers are expected to take their share of playtime, lunch time duties and after school care.

Dismissal

Practitioners and teachers must only release children into the care of individuals named by the parent.

Registration

In Nursery (Little Griffins) and Reception practitioners register the children in the morning and after lunch. Those children attending After School Activities, are signed in by practitioners and teachers at the end of the teaching day and signed out on departure by those collecting them.

Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parents if a child fails to arrive at school without an explanation.

Nursery (Little Griffins) and Reception Practitioners Deployment

Nursery (Little Griffins) and Reception following appropriate ratios laid out in the Statutory Framework for the Early Years Foundation Stage 2021.

For children aged three and over in independent schools, where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, an instructor²¹, or another suitably qualified overseas trained teacher, is working directly with the children:

- for classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children;
- for all other classes there must be at least one member of staff for every 13 children; and
- at least one other member of staff must hold a full and relevant level 3 qualification.

We operate a staffing ratio of 1:6-1:8 for all off-site visits involving children in our EYFS and Pre-Prep classes. There is always at least one teacher, one of whom will have been designated in charge of the visit. A qualified paediatric first aider attends all EYFS trips.

Members of Teaching Staff

Key workers:

Mrs Turner - Nursery (Little Griffins) Head of Early Years, Before School Care, After School Activities
Ms Mahmood - Reception Teacher, Deputy Head Pastoral
Miss Lauder - EYFS Teaching Assistant, After School Activities

Supporting Staff

Miss Nyilas – Reception Teacher, After School Activities
Mrs James - Year 2 Teacher, After School Activities
Miss Cromore - Year 1 Teacher, After School Activities
Mrs Hagyard – Music and Drama
Miss Rush - Classroom Assistant, Before School Care, After School Activities
Miss Elwood- Classroom Assistant, After School Activities, Designated Safeguarding Lead (EYFS), ELSA
Mrs Brockway – Breaktime and lunchtime supervisor

Supervision at play time

A duty rota for break time supervision will be distributed at the beginning of term. Part of the induction of new staff will include explanation of supervisory responsibilities. Duty supervisors should begin supervision promptly.

Wet Play: The members of staff on duty will supervise the children in the EYFS Classrooms.

Supervision of Playground (see Risk Assessment): Any child not using the playground equipment appropriately is spoken to immediately and reminded of its safe use. Sanctions are used for inappropriate play. All inappropriate behaviour is reported to the class teacher at the end of play, if deemed serious enough the incident is reported to the Head of EYFS / Head of Pastoral. CPOMS entry completed with incident and actions.

All staff follow the school Behaviour Policy. If a child needs to leave the playground they must ask permission. Any children who are injured are assessed and treated by the supervising staff in the first instance or escorted to the School Office if the first aid kit on the playground isn't sufficient to cope with the injury or if the pupil requires rest in the medical room under supervision. Serious and/or head injuries are always escorted to the school office. An accident report form must be completed by the staff on duty for any head injury or serious injury and returned to the office where it will be emailed to parents/carers for signature.

Supervision at playtimes

The members of staff on duty must be in the playground from the start of the school day and morning break and remain there until all the children are sent inside. Staff need to be observant and must monitor play at all times including play equipment such as the fort, behind the tree and AstroTurf.

Lunchtime Supervision:

Children are escorted to the dining room by the teacher who has taught them in the previous lesson. EYFS members of staff supervise the children eating and there is a designated member of staff on duty in the lunch hall.

Supervision After School:

The school day ends at 15:45 and the children are handed to their parents or known adult by the class teacher or staff member. Children who are not collected join those staying for After School Activities. Parents must be given adequate notice of any changes to arrangements such as cancellations of After School Activities. Every effort should be made to contact the parents during the day. If for any reason a parent cannot be contacted the child must remain at school until the agreed time of collection.

Emergency

No class of children should be left unsupervised for any reason. SLT should be contacted in the case of an emergency, or a child sent to the school office with a red card.

Lesson Time

Children must be supervised at all times. Children should not be left in classrooms without supervision. Children attending After School Activities should not be left in school unattended.

Children moving around the school site

At the beginning of each new term it is the responsibility of form teachers to inform the children about the School Rules. All staff are responsible for ensuring that the children move around school safely.

Medical Support

There are a number of staff who are trained in Paediatric First Aid (PFA) and work in the Pre-Prep, Prep school and all staff in EYFS have valid PFA certificates and are available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. First aid boxes are in all potentially high-risk areas, as well as in the School Office. The Office Team regularly check and replenishes the first aid boxes.

Supervision whilst travelling to and from school

Parents are responsible for ensuring that their children travel safely to and from school. Once a child is dismissed to the care of the known adult they are responsible for the child's well-being. Parents and carers must ensure that children use the playground safely if they visit this area on their way off the school site.

Supervision on the minibus

During the school day, there will always be 2 adults travelling with EYFS children in the school minibus, with at least one member of staff in the back with the boys. Staff will check that children have their seat belts fastened. Staff must remind children to behave appropriately whilst being transported. Inappropriate behaviour will be reported to the class teacher / Head of EYFS / Head of Pastoral and CPOMS entry completed.

Visitors

All visitors to the school are required to sign in and out. Visitors are required to wear a visitor's badge. Those that have not completed all necessary recruitment checks will be asked to wear a red visitors badge indicating to all staff that they should not be unsupervised at any time. All staff should check strangers on the premises and report to the school office if there is a concern.

(see school's Photographic and Mobile Phone policy)

Security, Access control, Workplace Safety and Lone Working Policy.

The school's policy on Security, Access Control, Workplace Safety and Lone Working describes the arrangements for safety of the entire school.

Staff Induction

All new members of the teaching staff and Practitioners who teach or supervise EYFS children receive a thorough induction into the school's expectations of the appropriate levels of pupil/ child supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times.

Signed:

Headteacher

Proprietor

Date: October 2023

Review Date: September 2024

A COPY OF THIS POLICY IS AVAILABLE ON REQUEST FROM THE SCHOOL OFFICE