



## POLICY FOR THE SUPERVISION OF EYFS CHILDREN

---

This policy makes reference to the most recent version of the Independent Schools Standards Regulations and the Statutory Framework for the Early Years Foundation Stage (EYFS).

### CURRENT ARRANGEMENTS AND GUIDELINES IN SCHOOL

- Children are allowed on the premises between the hours of 7:30am to 6:30pm from Monday to Friday when they will be supervised by nursery or school staff.
- Specific arrangements must be made, in advance, for any child who will arrive at school between 7:30am and 8:00am or remain until 6:00pm and 6:30pm.
- All children must be brought into school by a parent (or other responsible adult as specified by parent) and handed over to the member of staff on duty.
- No child is allowed to leave the school unless collected by a parent (or another responsible adult as specified by parent).
- Every child must be signed out when leaving the school at the end of the day/session.
- If it is necessary for someone other than the normal person/s to collect a child, the school must be informed about this in advance and the parent/guardian must provide the school with a password. ID must be provided to confirm identity. If this is not possible the school will not allow the child to leave the school until checks have been made with the parent/guardian.
- Children will be supervised at all times when in school. There will always be a member of staff with each group of children. The member of staff will know the number of children they are responsible for at all times.
- Once a child has been handed over to a parent (or other responsible adult) at the end of the day/session, the safety of the child becomes the responsibility of the parent/guardian even if still on school premises. If a child misbehaves at this time, compromising health or safety standards, a member of staff will intervene.
- All children are supervised during mid-morning, lunchtime and afternoon breaks.
- The school will accept the responsibility of administering medicines to children on the written authority of the parent/guardian.
- Children are not allowed access to the car park unless accompanied by a parent (or another responsible adult).
- All visitors to the school will be accompanied by a member of staff while in the presence of the children. The exception to this is when tradesmen are carrying out work on the premises with no children present. Such visitors are required to sign in and wear a visitor's badge while in the school.
- All members of staff will be supervised at all times until all DBS checks have been completed and the original DBS certificate seen by the Human Resources Department in school.
- Children must usually be within sight and hearing of staff and always within sight or hearing.



## POLICY FOR THE SUPERVISION OF EYFS CHILDREN

---

### **SAFEGUARDING AND WELFARE REQUIREMENTS - EYFS**

The following qualifications and adult-to-child ratios are required under the EYFS Statutory Framework.

#### **EYFS Classes for children aged three or above**

In EYFS classes for children of three or above, without a person with Qualified Teacher Status the staffing ratio will be 1:8. At least one member of staff will hold a full and relevant level 3 qualification and at least half of all other staff will hold a full and relevant level 2 qualification.

#### **Children who are 'rising three'**

If those 'rising three' in their first term are in a separate group, the staffing ratio for two-year-olds applies. If they are in a mixed group with three year olds, they count as three if they are in the minority, but as two if they constitute the majority.

#### **Children aged two in any early years group setting**

The staffing ratio will be at least 1:4. At least one member of staff will hold a full and relevant level 3 qualification and at least half of all other staff will hold a full and relevant level 2 qualification.

#### **Children aged under two in any early years group setting**

The staffing ratio will be at least 1:3. At least one member of staff will hold a full and relevant level 3 qualification and have suitable experience of working with children under two. At least half of all other staff will hold a full and relevant level 2 qualification. At least half of all other staff will hold a full and relevant level 2 qualification. At least half of the staff will have received specific training in the care of babies. The member of staff in charge of the babies' room will have suitable experience of working with children under two years.

#### **Supervisors and managers**

All Room Leaders will hold at least a full and relevant level 3 qualification and half of all other staff will hold a full and relevant level 2 qualification. A named deputy must be identified and be capable and qualified to take charge in the Room Leader's absence.

#### **Break and lunchtime**

The EYFS Statutory Framework does not specify different ratios for these times, but allows a reduction of direct staffing when the children are at rest or sleeping. The school ensures that all the relevant staff are in the vicinity and readily available. The school will undertake risk assessments to assess the level of supervision that is required taking account of the particular needs and vulnerabilities of children in the EYFS. Safety will always be the first priority.

#### **Supervision of pupils in out of school care**

The staffing arrangements for the EYFS are given above

Where Nursery class children attend outside of normal school hours or in play scheme, the school will apply a ration of adults to children of 1:8. At least one member of staff will hold a full and relevant level 3 qualification and half of all other staff will hold a full and relevant level 2 qualification.



## POLICY FOR THE SUPERVISION OF EYFS CHILDREN

---

### FIRST AID

Matron and the deputies will administer first aid, deal with any accidents or emergencies and provide assistance if someone is taken ill. A number of staff, who are trained and qualified as first aiders are able to provide emergency first aid. One member of staff who is a qualified paediatric first aider is always on duty when EYFS children are in school. The first aid boxes are located the school's office. Matron regularly checks and replenishes the first aid boxes.

- *Please refer to the separate document: First Aid Policy.*

### MANAGEMENT RESPONSIBILITIES

Matron has overall responsibility for the physical security of the buildings.

### PROMOTING A CULTURE OF SAFETY

#### Staff Induction

All staff receive a full induction, including a briefing on security and workplace safety within their first week at the school. This includes advice on:

- Safeguarding personal possessions.
- Safeguarding the school's property. Staff are asked to follow an agreed procedure for taking equipment off the site and for returning them.
- Measures to deter opportunist thieves, such as closing windows, doors and blinds when leaving valuable equipment unsupervised.
- Keeping outside doors shut.
- Electronic signing in and out of the building.
- Arrangements for late and/or lone working.
- Staff who work in the Nursery Department or with EYFS children receive induction training that covers the needs of our youngest pupils.

The induction briefing will also cover:

- Safeguarding responsibilities and how to report concerns.
- The Safeguarding and Child Protection Policy, including Children Missing Education
- The names of the school's Designated Safeguarding Leads.
- The Code of Conduct for Staff.
- The Whistleblowing Policy.
- Acceptable Use of Technology Policy
- Missing Child Policy
- The Behaviour, Sanctions and Rewards Policy.
- Keeping Children Safe in Education Part 1 (with Annex B).
- Policy for Online Safety

### RISK ASSESSMENTS

Matron and Site and H&S Manager have conducted risk assessments on the security and safety of the grounds and all the buildings.



## **POLICY FOR THE SUPERVISION OF EYFS CHILDREN**

---

### **PHYSICAL SECURITY MEASURES**

#### **External doors and windows**

Security lights are in place to protect the outside of the school buildings.

**The Policy for the Supervision of EYFS was reviewed in September 2022 and will be reviewed in or before September 2023.**