



POLICY FOR THE SUPERVISION OF PUPILS, INCLUDING EYFS

This policy makes reference to the most recent version of The Statutory Framework for the Early Years Foundation Stage (EYFS).

CURRENT ARRANGEMENTS AND GUIDELINES IN NURSERY

- 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 staff.
- Specific arrangements must be made, in advance, for any child who will arrive at Nursery between 7:30am and 8:00am or remain until 6:00pm and 6:30pm.
- All children must be brought to the Nursery 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 Nursery unless collected by a parent (or another responsible adult as specified by parent).
- Every child must be signed out when leaving the Nursery at the end of the day/session.
- If it is necessary for someone other than the normal person/s to collect a child, the Nursery must be informed about this in advance and the parent/guardian must provide the Nursery with a password. ID must be provided to confirm identity. If this is not possible the Nursery will not allow the child to leave the Nursery until checks have been made with the parent/guardian.
- Children will be supervised at all times when in Nursery. 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 Nursery premises. If a child misbehaves at this time, compromising health or safety standards, a member of staff will intervene.
- The Nursery 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).
- Most visitors to the Nursery 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 Nursery.
- 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 the Nursery.

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SAFEGUARDING AND WELFARE REQUIREMENTS - EYFS

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

Classes for children of three and above, with a person with Qualified Teacher Status (or other suitable person as defined above), the ratio is 1:13 and at least one other member of staff is required to hold a full and relevant level 3 qualification.

In EYFS classes for children of three or above, without a person with Qualified Teacher Status (or other suitable person as defined above), 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 1:5. 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 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.

Students

Suitable students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios at the level below their level of study, as long as the Nursery is satisfied that they are competent, responsible and meet the needs of the children. All staff under 17 will be supervised at all times. Regardless of this permitted practice, the Nursery will not permit any student to work



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alone with our babies or children and will always risk assess any decision on whether to include a student on any room ratio.

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 Nursery ensures that all the relevant staff are in the vicinity and readily available. The Nursery 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.

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 members of the teaching and non-teaching 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 Nursery. The first aid boxes are located in all potentially high-risk areas, as well as in the Nursery's First Aid Room. Matron regularly checks and replenishes the first aid boxes.

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

SENIOR MANAGEMENT RESPONSIBILITIES

The Nursery Manager is responsible 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 Nursery. This includes advice on:

- Supervising pupils: where new members of the teaching staff are given training in registration and in the arrangements for supervising pupils.
- Safeguarding personal possessions.
- 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.
- Staff who work in the Nursery Department or with EYFS children receive induction training that covers the needs of our youngest pupils.



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The induction briefing will also cover:

- The procedure for booking in visitors.
- Safeguarding responsibilities and how to report concerns.
- The Safeguarding and Child Protection Policy
- The names of the Nursery's Designated Safeguarding Lead.
- The Code of Conduct for Staff.
- The Whistleblowing Policy.
- Acceptable Use of Technology Policy
- The Behaviour, Sanctions and Rewards Policy.
- Keeping Children Safe in Education Part 1 (KCSIE)
- Policy for Online Safety, which includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring.
- Health & Safety
- Fire Safety
- Anti Bullying

RISK ASSESSMENTS

The Site and Health & Safety Manager/Maintenance has conducted risk assessments on the security and safety of the grounds and all the buildings.

CCTV

CCTV cameras cover the main entrance used by visitors. Monitors are in the Nursery Office.

PHYSICAL SECURITY MEASURES

External doors and windows

All external doors and windows are fitted with locks. Security lights are in place to protect the outside of the Nursery buildings.

The Policy for the Supervision of Pupils Including EYFS was reviewed in September 2024 and will be reviewed in or before September 2025.