



POLICY FOR THE SUPERVISION OF PUPILS, INCLUDING EYFS

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 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 or school 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 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 under the age of five 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.
- All children are supervised during mid-morning, lunchtime and afternoon breaks.
- 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.
- When children travel by nursery vehicles they will be supervised by staff. These arrangements are detailed in the policy document '*Nursery Vehicles Policy*'. The Nursery Vehicles Policy is available upon request.
- 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 nursery.
- Children must usually be within sight and hearing of staff and always within sight or hearing. Whilst eating, children must be within sight and hearing of staff.



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SAFEGUARDING AND WELFARE REQUIREMENTS - EYFS

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

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



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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.

Supervision of pupils in 'out of nursery' care

The staffing arrangements for the EYFS (3 – 5 years) children are provided earlier in this policy. 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.

The Policy for the Supervision of Children Including EYFS was reviewed in September 2025 and will be reviewed in or before September 2026.