

# 14c Arrangements for the supervision of EYFS pupils throughout the school day

<b>Persons responsible for Policy</b>	<i><b>Dawn Thyne, Deputy Head Academic</b></i>
<b>Ratified by</b>	<b>Headteacher</b>
<b>Version Number</b>	<b>V1.0 AK KC</b>
<b>Date Approved</b>	<b>September 2020</b>
<b>Review Period</b>	<b>1 year</b>
<b>Next Review Date</b>	<b>September 2021</b>

**14d**

**Arrangements for the supervision of EYFS pupils throughout the school day**

**This policy covers children in EYFS and Key Stage 1. It should be read in conjunction with the whole supervision school policy.**

**This policy details supervision arrangements for the children in our setting. Children are supervised at all times and we ensure that at all times we meet the needs of all children and ensure their safety. The safety of children is recognised as being of paramount importance. It is the responsibility of all staff to supervise children at all times and to ensure their safety. Statutory adult to child ratios are adhered to strictly at all times.**

The building doors are opened at 8:30am. Parents bring children to the classroom where they are met by the class teacher. Children may be brought into Pre-Prep Before School Care by prior arrangement with the Head of Pre-Prep only. At this time, the child is greeted by the two members of staff who supervise before-school care each morning from 8:15am – 8:30am with a direct hand over by the parent. The child is then marked present on the Before School Care register and is supervised by staff in the Reception classroom until 8:30am. Staff then escort the children for a direct handover to their class teachers.

**This is a plan of the school day:**

8:30am	School commences
8:30am - 8:45am	Registration
8:45am - 10.20am	Lessons
10.20am - 10.55am	Snack Time and Break
10:55am - 11:50am	Lessons
11:50am - 12:30pm	Pre-Prep Lunch
12:30pm - 1:10pm	Pre-Prep Lunch Break
12:50pm - 3:20pm	Lessons
3:20pm	End of school day
3:20pm - 4:00pm	Enrichment for children who are booked to stay. (Reception - PP2)
3:20pm - 4:00pm	After school care in Nursery. (Nursery only)
4:00pm – 6:00pm	After School Club in Brick Building.

The children are taken out to the classroom door by the class teacher and are released directly to their parent/carer.

The children have a varied timetable incorporating many different subjects,

please see class timetables.

If a child is staying for enrichment they are taken to their enrichment by the class teacher (Reception – PP2 only).

Children who stay for enrichment are handed directly to the parent/carer by the member of staff who had taken them for enrichment.

Children staying for after school care are handed directly to the parent/carer who will sign them out. There are two members of staff on duty from 4:00pm – 6:00pm who run after school club. Nursery children who stay in after school care until 4:00pm remain in the Nursery classroom with two supervising members of staff until they are collected by their parents or other pre-authorized persons.

Key pads are used on doors at all times, and key pad codes which are not shared with parents of children, are changed regularly

When children leave a building, they are supervised at all times by a teacher/teaching assistant.

Where a person other than a parent or nominated person on the pupil information form is collecting a child a 'Permission to Pick Up' Form must be filled in.

Parents select a password to be used when staff do not know the person picking up a child.

**Pre Prep Lunch, Lunch Break, Snack Time and Break** - The children are assisted and supervised at all times by the Pre-Prep class teachers and teaching assistants. They are escorted to play areas and handed over directly to duty staff at break times. At the end of break times, staff collect the children directly from the play area. If a child needs to use the toilet during playtime, they will be taken to the Reception building and supervised.

At **all** times, children remain in sight and/or hearing of a supervising member of staff, and as much as possible they remain within both sight **and** hearing. Definition of 'within hearing' is that the supervising member of staff can hear the child's normal speaking voice.

The Staff:child ratios for EYFS children are adhered to at all times.

**COVID amendment:**

**COVID-19 – Paragraph 3.30 of the EYFS states: 'Exceptionally, and where the quality of the care and safety and security of children is maintained, changes to the ratios may be made.'**

**The coronavirus (COVID-19) outbreak is considered to be an exceptional temporary circumstance in which staff to child ratios set out in EYFS can be changed if necessary. However, early years settings or schools remain responsible for ensuring the safety and security of children in their care.**

**Amendments made to regulations from 24<sup>th</sup> April 2020 allow further exceptions to be made to the qualification level that staff hold in order to be counted in the**

ratio requirements. Settings should use reasonable endeavours to ensure that at least half of staff (excluding the manager) hold at least a full and relevant level 2 qualification to meet staff to child ratio requirements, but this is not a legal requirement.

Please see:

Whole school Supervision of Pupils Policy  
EYFS Child Collection and Lost Child Policy  
Pre-Prep Duty Rota

Reviewed: September 2020