



## EIFS SUPERVISION POLICY

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### Introduction

This policy has been written in line with the schools Supervision policy of all pupils. It looks specifically at the supervision of EIFS children with the aim to ensure all necessary steps are taken to keep children safe and well during the school day.

There is structured supervision for all EIFS children throughout the school day starting at 8.40am to ensure children are usually within sight of staff and always within sight or hearing.

On arrival at school, children in Kindergarten will be taken by their parents to their classrooms where they will be welcomed by their class teacher and teaching assistant. Children in Reception will enter the school building and go to their classrooms where their teacher and teaching assistant will supervise them. The Headteacher is on the side gate to welcome all children entering the school and to ensure they do not leave the building without a parent. Children, in Early Years, who attend Kids Club that takes place in the EIFS setting will be directed to their classrooms. Kids club is run and supervised by a member of staff who holds a CACHE level 3 in Play work NVQ qualification.

EIFS pupils spend the majority of the day with their class teacher and teaching assistant/s, who takes full responsibility for their welfare and planned activities through the day. At times during the week other staff will be involved in some activities including Music, PE, Forest School and Spanish lessons (Reception only).

When moving around school as a class, staff are expected to "lead" the children with another adult at the back of the line.

### Ratios

Pupils in EIFS will be supervised by appropriately qualified staff and with the adequate number of staff to ensure compliance with ratios 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, as set out in the Dfe Statutory Framework for the Early Years Foundation Stage" (2014). For children aged three and over in independent schools, where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, no instructor, and no suitably qualified overseas trained teacher, working directly with the children: there must be:-

- at least one member of staff for every eight children;
- at least one member of staff must hold a full and relevant level 3 qualification; and
- at least half of all other staff must hold a full and relevant level 2 qualification

There will be a member of staff with appropriate Paediatric First Aid training available to pupils in EIFS at all times.

### Assemblies

The EIFS children join the whole school for assembly, when the EIFS staff feel they are ready, on a Monday and a Friday led by the Headteacher or a member of the senior teaching team in their absence. EIFS staff attend assemblies and supervise the children accordingly.

### **Break Time Supervision**

During the morning and afternoon playtimes EYFS children join the rest of the school in the playground. There are two play areas in the school, an Astro Turfed area has been provided for “quieter play” if children prefer a calmer area to play in. At least two members of staff are on duty each break time, on a rota basis. An extra member of staff acting as a “nurse” is also on the playground and deals with any medical needs. Whenever possible the Headteacher acts as a further adult for extra supervision. A member of staff is always keeping a high level of supervision on EYFS children.

The school runs an “infant helper” system whereby children from the junior section of the school help provide care for children in Kindergarten and Reception during break times and lunch time play to ensure they are always kept safe and well. Care given includes supervising them to and from the dining room, helping them put their outdoor clothing on for playtimes and being an additional friendly face to help them in the playground.

### **In Wet Weather**

EYFS children remain in the assigned classroom. The normal staff supervision rota operates. Older children may be asked to help with the play activities of EYFS and infant children. All staff are expected to be available to assist on such occasions if required.

### **Midday Supervision**

At lunchtime EYFS children eat in the dining room. They are taken to the dining room by their teacher who will settle them at their table. Midday Supervisors are in the dining hall to provide supervision throughout the children’s lunch.

Once children have eaten their lunch an older child, usually a junior will supervise them back to the cloakroom and help them get ready for Midday playtime.

Midday Supervisors and members of the teaching staff are on duty in the playground. There are two staff on duty between 12.20 – 12.50pm (when most of the school are eating) and four members of staff between 12.50 – 1.20pm, again whenever possible the Headteacher provides extra supervision. A member of staff is always keeping a high level of supervision on EYFS children.

In Wet Weather EYFS children return after their lunch to a classroom in the infant block, supervised by a member of staff and infant helpers.

### **Supervision after School**

Class teachers ensure the safe exit of all pupils from their classroom and cloakroom. We have a protocol of permission and identification of others for collection. Parents are asked to add any other collectors of the children to a list and staff if possible are introduced or at least made aware when someone else may be collecting. Staff will ask children to identify someone different.

EYFS children are dismissed individually when parents are visible in the playground. Parents who meet their children within the playground are expected to take over responsibility for them.

Children not collected at the end of the day are cared for by Kids’ Club until parents arrive.

If the school is to be closed early for any reason, all parents/carers are informed beforehand, or in an emergency, contacted by phone.

Parents are asked to contact the school if anyone other than the usual person is collecting their child. Children attending Kids Club are released directly to parents in the Kids Club area.

### **Extra Curricular Activities**

Reception children may attend after school activities. Pupils remaining for after school activities and fixtures are always expected to obtain parental consent. Parents will be informed if the activity is cancelled, but if, at short notice, it is impossible to contact a parent, the pupil will be supervised at school until the planned end of that activity i.e. the prearranged collection time. Pupils should not leave the premises in these circumstances, but wait until their parent/carer collects them.

## **Supervision on School Visits**

When EYFS pupils are taken off-site on organised visits the same supervision standards apply i.e. from leaving school to the final collection of the children at the end of the visit.

A ratio of 1 adult to 5 children is set for EYFS children attending a school visit, with one member of staff being appropriately Paediatric First Aid trained. This may be a higher staff to pupil ratio depending on the needs of the cohort.

The teacher in charge conducts, or arranges for another teacher or teaching assistant to conduct a head count of the children:

- Before leaving school
- (If applicable) On sitting down in the coach
- On arrival at the destination
- On leaving the destination
- On arrival back at the school

Where we walk, the children walk in pairs, with one adult at the front, one in the middle and one at the back. Children are reminded about basic road safety and of the expected standards of behaviour. When we travel by coach, a member of staff will check that all the pupils are sitting properly and wearing their seat belts.

The teacher in charge will take on every outing a mobile phone, First Aid Kit and any medicines / individual care plans required by the children on the day e.g. inhalers, Adrenaline Auto-Injectors etc.

Safety is our main priority. Even the shortest of visits needs to be thoroughly planned, and requires its own Risk Assessment, which must be reviewed thoroughly before a repeat visit is made.

When attending school visits with children in EYFS the procedures set out in our Educational Visits Policy are followed.

### **This policy must be read in conjunction with other related school policies:**

- Anti-bullying policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy
- Uncollected or Missing Child Policy
- EYFS Policy
- Supervision Policy

***Any reference to the word 'School' implicitly includes all its associated clubs/activities including Kids Club. This policy also applies to EYFS***

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