



EIFS SUPERVISION POLICY

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 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, which 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 an NVQ Level 3 qualification. At least one person with a current paediatric first aid qualification will be on duty in Kids' Club.

EIFS pupils spend the majority of the day with their class teacher and teaching assistant/s, who take 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

At AHS we follow the ratios stated in the Statutory Framework for Early Years and Foundation Stage. Our Kindergarten and Reception classes are both led by fully qualified teachers who hold a degree in Education and Qualified Teacher Status. They are supported by level 6 teaching assistants with one teacher and one teaching assistant in each class, which rarely exceed 20 pupils. Each teaching assistant holds a paediatric first aid qualification and is always available to the children.

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 EIFS 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 three members of staff are on duty each break time, on a rota basis. An extra member of staff is available in the Infant Block foyer area as first aider to deal with any injuries or medical needs. A member of staff is always keeping a high level of supervision on EIFS children. Whilst eating their breaktime snack, EIFS children will be supervised by a person with a current certificate in paediatric first aid.

In Wet Weather

EYFS children remain in the Infant Block during wet breaks, this may be their assigned classroom or the foyer/library area. The normal staff supervision rota operates. 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. Whilst eating their lunch, EYFS children are supervised by a person holding a current certificate in paediatric first aid.

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. 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 staff members on duty.

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. Anyone on the collection list, but unknown to members of staff, may be asked to provide identification on the first pick-up.

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

When walking, the children walk in pairs, with one adult at the front, one in the middle and one at the back (as a minimum). Children are reminded about basic road safety and of the expected standards of behaviour. When travelling 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

This policy was approved by the Governing Body on 1st December 2025.

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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