



*inspirans flammam
posteritatis*

**ROSEMEAD
PREPARATORY
SCHOOL & NURSERY**
DULWICH

P1.4 - SUPERVISION OF EYFS PUPILS POLICY

This policy covers children in EYFS. It should be read in conjunction with the Whole School Supervision Policy.

This policy details supervision arrangements for the children in our setting. Children are supervised at all times. 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 at all times.

- For children aged two:
 - There is one member of staff for every five children.
 - At least one staff member holds a full and relevant level 3 qualification.
 - At least half of the other staff members hold full and relevant level 2 qualifications.
- For children aged three and over:
 - Where a staff member with qualified teacher status (QTS), early years professional status, or another suitable level 6 qualification is working directly with the children, there is one member of staff for every 13 children, and at least one other member of staff holds a full and relevant level 3 qualification.
 - Where a staff member with qualified teacher status (QTS), early years professional status, or another suitable level 6 qualification is not working directly with the children, there is one member of staff for every 8 children, and at least one other member of staff holds a full and relevant level 3 qualification.
- For children in Reception classes:
 - Class sizes will be limited to 30 children per school teacher.

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.

Wrap-around Care

EYFS children can attend Early Morning Club from 7.30am. Parents deliver the children to the Enrichment Room/lower hall where the child is greeted by the staff and their presence is registered. The children are supervised until 8.55am and then the Reception children are taken by a member of staff to the Reception classroom area and handed over to a member of Reception staff. A class register will be taken. The Nursery children are taken by another member of staff directly to the Nursery classroom and handed over to a member of Nursery staff. A Nursery register will be taken.

At the end of the school day (3.20pm) the children can go to After School Care until 6.00pm. They may attend for some or all of this time. A register of attendance will be taken, and the children will be signed out when collected by their parent/carer.

Timings of a Typical School Day

8:55am *School commences*

8:55am-9.05 *Registration*

9.10am – 11.45am *Child initiated play/adult directed activities/specialist lessons/playtime*

11:55am - 12:25pm *Nursery Lunch in Nursery Classroom or Lower Hall*

12:25pm – 12.55pm *Reception Lunch in Lower Hall*

1:00pm *Registration*

1:05pm - 3:20pm *Child initiated play/adult directed activities/specialist lessons*

3:20pm *End of school day*

When children move around the building they are supervised at all times by a teacher/teaching assistant.

Break Times

Lunch, Lunch Break, Snack Time and Break - The children are assisted and supervised at all times by the EYFS staff and the lunchtime assistant at lunchtime. They are escorted to play areas and supervised. At the end of break times, staff collect the children directly from the play area.

Drop off and Collection by Parents/Carers

At the beginning of the school day the Head of the Pre-Prep will greet children and parent/carers on the gate leading into the playground. The parent/carers will take their child to either the Nursery or Reception classroom doors and hand their child directly to a member of EYFS staff.

At the end of the school day the children are released directly to their parent/carer from the Nursery or Reception classroom doors by the EYFS staff. The Head of Pre-Prep will also be on the gate leading from the playground to say goodbye (3.20pm) and as an additional safety precaution to ensure a child handed over to their parent/carer does not leave the school site unaccompanied.

Please see: Whole school Supervision Policy and Whole School Missing Child Policy