

- ISI 14 – Supervision of pupils
- 14a - Supervision
- 14b – EYFS Missing Child Policy
- 14bi – Non-collection
- 14c – EYFS Supervision
- 14d – School Journeys
- 14e – After-school care



EYFS Supervision

Supervision of Pupils (14a)

In Nursery, the pupils are supported by a qualified teacher and three teaching assistants (one holds a Level 6 qualification and one holds a Level 3 qualification). Each class in Reception has a qualified teacher and one teaching assistant. The key worker for the children will be the Form Teacher in Nursery or Reception. All Early Years staff hold a full paediatric first aid qualification (PFA).

Each term all staff (including teaching assistants) are interviewed by the Head of EYFS to ensure that they are suitable to work with children. Each year they also complete a staff disqualification declaration.

Missing Child (14b)

In the event of a member of staff not being able to account for a child's whereabouts all staff will check the immediate area which will include the Junior School Office, toilets, classrooms and the playground. In addition, College CCTV would be checked to identify if the child has left the school site. If after 10 minutes the child has not been located, police and parents should be called.

Non-collection (14bi)

Any child who has not been collected at the end of the day will be taken to the Junior School Office and parents/carers will be contacted. If the child has not been collected from After School Care by 1800, parents/carers are called. If parents/carers or alternative named contacts, who have been given permission by parents/carers to collect, cannot be reached after one hour then Children's Services will be called and their advice will be followed.

Supervision over the school day (14c)

Please see below both Nursery and Reception supervision ratios across the school day. Ratios tend to lie above the recommended minimum to ensure the safety of the children.

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<i>Time</i>	Nursery (24 children) Staffing: 1 Teacher (Level 6 Qualification) 3 Teaching Assistants (1 has a Level 6 Qualification, 1 has a Level 3 Qualification)
0820	Arrival - 3 members of staff
0835	Registration & Form Time - 3 members
0910	Snack Time - 2 members (while staff take breaks)
0930	2 members
1130	Lunch - 2 members (other staff in lunch hall available, if required)
1200	Walk Back to Classroom – 2 members
1215	In Class dance/music activities, followed by carpet session - 2 members
1245	3 members
1445	Snack - 3 members
1510	Dismissal - 3 Members 1 on the gate 1 dismissing children 1 supervising children attending After School Care

Time	Reception (21 children maximum)
0820	Arrival - 2 members
0830	Registration & Form Time - 2 members
0850	Phonics - 2 members
0950	Break - 1 member per class
1010	Snack time - 1 member (another member of staff always within shouting distance)
1050	Activity time - 2 members
1110	Period 2 - 2 members
1145	Lunch - 2 members supervising children, other staff nearby observing and supporting as required
1215	Walk to playground – 3 members
1215-1245	Play time – 2 members
1300	Period 3 - 2 members
1340	Period 4 - 2 members
1425	Break - 2 members
1445	Period 5 - 2 members
1515	Dismissal - 2 members

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School trips (14d)

On school trips and visits, a separate risk assessment is always written. Ratios for children include 1:2 for Nursery and 1:4 for Reception, however this can alter depending on the risks identified and location of the trip/visit. There will always be a member of staff on all school visits that holds a full Paediatric First Aid Qualification (PFA).

After School Care ratio (14e)

Please see below the ratio for wraparound care.

Before School Care 0745-0820	Average 5 in EYFS	2 members of staff (One has PFA) Leadership team on site
After School Care 1515-1800	Average 15 in EYFS	3 members of staff until 1730 (Four with PFA) 1 member of Leadership team on site until last child leaves