DUCKS
KINDERGARTEN & INFANTS' SCHOOL

DUCKS SUPERVISION OF PUPILS POLICY

DUCKS staff to child ratios within learning settings

The supervision of the Kindergarten and Early Years children is regulated by the Early Years Foundation Stage (EYFS) staff to child ratios.

The Early Years Foundation Stage Statutory Framework states that children must usually be within sight and hearing of staff and always within sight or hearing. Whilst eating, children must be within sight and hearing of a member of staff.

Government Statutory ratios are:

Children under the age of 2 years (Baby Room):	1 adult : 3 children
Children aged 2 to 3 years (Toddler Room):	1 adult : 5 children
Children aged over 3 years (Duckling Room):	1 adult : 8 children
Pre Reception:	1 adult : 13 children (with a teacher with Qualified Teacher Status (QTS) / Level 6); OR 1 adult : 8 children (with a Teaching Assistant (TA) / Level 3)
Reception, Yr 1 and Yr 2:	1 QTS teacher : up to 30 children

In DUCKS the ratios for Reception, Y1 and Yr 2 are often more generous, for example, there will usually be a ratio of 1 teacher : 22 children.

Kindergarten Structure and Organisation

There are a number of duties that staff will be expected to do at the following times to ensure appropriate ratios are in place. Durations are dependent upon the needs of the children:

Before School Care (BSC)/Breakfast Club:	8.00am - 8.40am
Morning Snack Time:	10.00am
Lunch:	11.45am
Sleep Time:	12.30pm
After School Care (ASC):	3.30pm - 5.00pm

Infants' School Playtime Structure and Organisation

There are a number of duties that staff will be expected to do at the following times to ensure appropriate ratios are in place:

Before School Care/Breakfast Club (BSC):	8.00am - 8.40am
KS1 Morning Play:	10.30am - 11.00am
EY Lunch Hall:	11.30am - 12.25pm
KS1 Lunch Hall:	12.30pm - 1.30pm
EY Lunch Play:	12:30pm - 1.00pm
KS1 Lunch Play:	12.30pm - 1.30pm
EY After School clubs:	3.30pm - 4.30pm
KS1 After School clubs:	3.30pm - 4.30pm
DUCKS After School Care (ASC):	3.30pm - 5.45pm

Staff will be expected to carry out the duties allocated to them on the timetable to ensure appropriate ratios are in place. The number of duties will vary depending on individual job profiles. Duties are subject to change during extenuating circumstance such as pandemics when supervision may need to be adapted.

The Assistant Head Pastoral & Operational organises duty rotas at the beginning of each new term, and it is published in the DUCKS area on OneDrive and in the DUCKS Staff Room.

A senior member of staff is always in the building until the last child is collected.

Morning Meet and Greet

All children are met and greeted by a member of staff each morning.

- In the Kindergarten, parents use a video entry system and are greeted by a member of staff.
- For BSC, a member of staff should open the main front gate at 8.00am for 15 minutes.
- For the start of the school day, the EY and KS1 gate should be opened by a member of staff at 8.30am for 20 minutes. They should position themselves to the side of the gate in order that they can easily be seen by parents/carers and greet families as they enter the playground. Children should not use the equipment in the playground or enter or depart on wheeled vehicles.

Outdoor Sessions

Before the start of the school day, a health and safety check is carried out in the Kindergarten, EYFS and KS1 playgrounds by the Caretaker and DUCKS Staff. A **boundary check** is made **before** children are permitted into any of the outside areas throughout the day. DUCKS Playground Rules are displayed on the windows alongside the playgrounds.

During playtimes, the members of staff on duty should position themselves in a place that allows the whole playground to be observed (best line of sight), moving around as necessary to ensure that there is an appropriate spread of staff.

In KS1, should a child need to use the toilets, they must tell a member of staff on duty in the playground before they enter the building. This staff member must ensure the child has returned back to the playground.

At the end of outdoor play, one adult is responsible for undertaking a garden sweep to ensure all children have returned to their class. Areas that are slightly hidden from view should be specifically checked. A head count should be carried out when the children are lined up outside, before they return to their classroom.

End of Play routine in the Infants' School

Five minutes before the end of the session one of the staff members will ring the bell. All children will stop, step away or down from any equipment. Tidying instructions will be given and a second bell is rung five minutes later. The children will follow the same routine and wait for a member of staff to call their class name to line up. Children must walk and line up silently outside their classroom before being head counted back into the building.

Eating Lunch

In all settings, staff will eat with the children to ensure medical/dietary requirements are met and children are appropriately supervised. Healthy eating and table manners are role modelled, and social interaction is encouraged. Please see the Food and Nutrition Policy for further guidance.

Policy Owner:	Head of DUCKS
Last Reviewed:	September 2026
Date of Next Review:	Academic Year 2027-28