



**AYSGARTH SCHOOL**

## **EYFS Supervision Policy**

**Reviewed: September 2026**

**Member of Staff responsible for this policy: Anna Brown**

**To be reviewed: September 2027**

## Early Years Foundation Stage (EYFS) Supervision and Welfare Policy

### Introduction

This policy applies to all children in the Early Years Foundation Stage (EYFS) at Aysgarth School.

In line with the Statutory Framework for the Early Years Foundation Stage (September 2026), the Independent School Standards and Keeping Children Safe in Education (2026), all staff have a duty of care to act in the best interests of children at all times, ensuring their welfare, health, safety and security during the school day and while engaged in school activities.

Children are appropriately supervised at all times. Staff ensure children remain within sight and/or hearing of an adult. Staff deployment is reviewed throughout the day to ensure appropriate supervision is maintained during periods of increased risk, including arrival, dismissal, transitions, toileting, mealtimes and outdoor play. The school ensures structured supervision from arrival until departure.

- **Arrival:** Nursery supervision begins at 8.30 am, Reception supervision at 8.40 am, with children welcomed by their class teacher and teaching assistant.
- **Before School Provision:** EYFS children may attend from 8.00 am, supervised by at least one Early Years practitioner.
- **During the Day:** EYFS pupils spend the majority of their day with their class teacher (Key Person) and teaching assistants, who take responsibility for their welfare and learning.
- **Specialist Lessons:** Music, PE/Swimming, and French are led by subject specialists; EYFS staff remain responsible for pupils' safety and ratios are maintained.

### Staffing Ratios

EYFS children are supervised by suitably qualified and experienced staff in accordance with the **EYFS Statutory Framework**. Children remain within sight and/or hearing of staff at all times, with supervision arrangements (Ratios) carefully considered to ensure children's safety, wellbeing and engagement in learning. Staffing ratios are determined in line with statutory requirements and take account of the age, development, individual needs and circumstances of the children, including those requiring additional support.

## **Adult-to-child ratios are maintained in accordance with the EYFS Statutory Framework.**

*For children aged three and over:*

- *Where a member of staff with Qualified Teacher Status or another approved level 6 qualification is working directly with children, the ratio is maintained at no more than 1:13.*
- *Where a level 3 qualified practitioner is working directly with children, the ratio is maintained at no more than 1:8.*

The school maintains the statutory minimum staff ratios and qualification requirements set out in the **Early Years Foundation Stage Statutory Framework for Group and School-Based Providers, effective from 1 September 2026**. Staffing levels are determined not only by the statutory ratios but also by the needs of the children, SEND requirements, the nature of the provision and any additional support required to ensure children's safety, wellbeing and effective learning.

For children aged three and over in an independent school, the following requirements apply:

### **Adult-to-child ratios:**

- **Level 6 qualified teacher (QTS), EYPS, EYTS:** 1:13 Nursery, 1:30 Reception
- **Instructor:** As above
- **Level 3–5:** 1:8 Nursery, 1:8 Reception
- **Level 2 (with Level 3 present):** As above

These ratios are adhered to at all times, including during playtimes, lunchtimes, after-school care, and educational visits.

### **Paediatric First Aid (PFA)**

- Aysgarth School exceeds the statutory requirements by ensuring that all EYFS practitioners hold a current, recognised Full Paediatric First Aid qualification.
- At least one Full Paediatric First Aid trained member of staff is available at all times when children are present, including during educational visits.
- Certificates are renewed every three years, and records are maintained by the School Office.

## **Key Person**

- Each child is assigned a **Key Person** in line with the EYFS Framework.
- Parents/carers are informed of their child's Key Person and are encouraged to develop a strong partnership with the setting.
- In Nursery and Reception, the class teacher is the primary Key Person, supported by the teaching assistants, who also share Key Person responsibilities.
- The Key Person ensures close communication with parents, supports children's attachment, emotional security, wellbeing and smooth transitions.

## **Disqualification from Childcare**

In accordance with the Childcare (Disqualification) Regulations 2009 (as amended) and the DfE statutory guidance *Disqualification under the Childcare Act 2006*:

- The school undertakes appropriate checks to ensure that all staff working in relevant childcare provision are suitable to work with children.
- Staff working in Early Years provision, and those providing childcare for children under the age of eight in relevant before- and after-school provision, must complete the necessary declarations relating to disqualification from childcare.
- Staff must inform the school immediately of any changes in circumstances that may affect their suitability to work with children.
- The school will follow statutory guidance and safeguarding procedures where any concerns regarding disqualification arise.

## **Risk Assessments**

- Staff carry out daily environment checks in EYFS classrooms, outdoor areas, and toilets.
- Enhanced cleaning and hygiene routines are embedded.
- Formal written risk assessments are completed for classrooms, play areas, equipment, and all off-site activities.
- The Risk Assessment Policy underpins practice and is regularly reviewed by the Health and Safety Officer.

## **Playtimes**

- EYFS children join Pre-Prep pupils (Nursery to Year 3) and may have a separate playtime.
- Supervision is provided by Pre-Prep staff; statutory ratios are maintained.
- Staff ensure children are dressed appropriately for weather conditions and that safe play is promoted.

## **Lunchtimes**

- EYFS children eat lunch in the dining room with PP1–3, supervised by Pre-Prep staff.
- EYFS children eat separately with their class teacher and teaching assistant.
- Staff sit with pupils, encourage good table manners, and support safe eating in line with the EYFS requirements relating to food, drink, healthy eating and managing allergies.
- After eating, pupils are supervised during outdoor or indoor play, depending on weather conditions.
- All Pre-Prep staff present hold a Full Paediatric First Aid certificate.
- Staff are aware of individual dietary requirements, allergies and medical needs, and follow the School's EYFS Administration of Medicines Policy and Anaphylaxis and Allergy Policy.

## **After School Care**

- EYFS pupils may attend After School Care, which is always staffed in line with EYFS ratios.
- A Full Paediatric First Aid trained member of staff is present at all times.
- Registers are taken, and children are escorted to and collected from After School Care by staff.

## Medical

Should a child become unwell during the school day, a member of the EY team will contact the School Nurse or Senior Matron for guidance. Depending on the outcome of this consultation, parents will be contacted to discuss further arrangements.

Any administration of medication will be managed in accordance with the School's EYFS Administration of Medicines Policy and Medical Policy.

Parents, or the responsible adult, are contacted and asked to collect their child if he or she is unwell. The child will wait quietly in the Sick Bay, the Pre-Prep Office, or the EY classroom with a member of staff until collected, ensuring appropriate supervision and comfort at all times.

## Educational Visits

- Aysgarth School recognises the value of educational visits in extending learning beyond the classroom.
- EYFS children may participate in both on-site and off-site visits.
- **Ratios for visits always meet or exceed statutory requirements**, and staff are briefed in advance.
- A qualified Full Paediatric First Aider always accompanies trips.
- Risk assessments will consider the age, developmental stage, individual needs and vulnerabilities of children attending.
- Staff consider whether children with additional needs, medical conditions or SEND require specific adjustments to ensure safe participation.

For all outings, staff carry:

- First Aid kit
- School radios / mobile phones
- Emergency contact details
- Children are briefed on behaviour expectations before departure.

## **Home Time Collection Procedure**

At the end of the school day, pupils will only be dismissed to a parent/carer or to an individual who has been authorised in advance.

Parents/carers are required to provide the school with a list of authorised individuals permitted to collect their child. This information is securely recorded and maintained on iSAMS.

Access to this information is restricted to authorised staff.

If a parent/carer is not present at the designated collection point at the end of the school day:

- The school will make immediate contact via telephone to establish their whereabouts.
- The child will remain supervised by a member of staff at all times.
- If the collection is significantly delayed, or the school is waiting for collection arrangements to be clarified, the child will be transferred to After School Care to ensure appropriate supervision ratios are maintained.

If collection arrangements change, parents/carers must inform the school in advance. The school requires confirmation directly from the parent/carer and reserves the right to request appropriate identification from any adult not known to staff.

Where the school has not received prior notification of a change, the child will not be dismissed until direct verbal confirmation (via telephone) or written confirmation (via email) has been obtained from the parent/carer.

This procedure ensures that no child is released into the care of an unauthorised adult. The school's procedures are designed to ensure the safety and safeguarding of all pupils at all times.

## **Monitoring and Review**

- This policy is reviewed annually, and any actions identified through monitoring are recorded and followed up by the Head of Pre-Prep, Head of Early Years and DSL, in consultation with EYFS staff.
- The effectiveness of supervision, welfare arrangements, and compliance with the EYFS is monitored through regular audits, staff meetings, and feedback from parents.

## **Policy References:**

- Supervision Policy
- Key Person Policy
- Registration and Attendance Policy
- Missing Child Policy
- Child Protection and Safeguarding Policy
- Early Years Foundation Stage Nutrition Guidance (May 2025)
- [EYFS Framework 2026](#)