



Supervision of EYFS Pupils Policy

Supervision of Nursery Children

Nursery children are always supervised by their Nursery Teacher and/or Nursery Support Staff.

Throughout the day, including before and after school care there is always a member of staff with the appropriate paediatric first aid qualification is present. EYFS children must always be within sight or hearing of a member of staff.

Arrival of children

Children can arrive from 8.00am onwards as the Nursery is fully supervised by at least 3 members of the Nursery staff who, are always available to welcome the children to Nursery.

Additional members of Nursery staff are 'on call' in Nursery should it be required, to ensure the correct ratio of adult/child 1:8 is maintained.

Entry to the building is by the front Nursery door. The door is locked with an entry code system. This is only known by staff and changed on a regular basis. The doorbell system ensures that the door is only opened by a member of the Nursery staff.

Staff sign children in on the register upon arrival in Nursery.

8.00am – 11.30am: Classroom activities

1 Nursery teacher and 3-4 support staff supervise the children during indoor activities in the classroom. Children are always accompanied to the toilet by a member of the Nursery staff. Adult/child ratio 1:8.

At the start of the teaching day the register is taken and completed onto Engage.

9.15am – 10.00am: Outside activities

3-4 members of Nursery staff outside with the children.

1 member of Nursery staff in the Nursery classroom 'on call' for supervising toilet, assisting with clothing/ wellies, getting resources, first aid etc.

Sometimes all members of the Nursery staff are with the children on outside activities.

11.30am – 12.15pm: Lunch in the school hall

Preparing for lunch, tidying up, toilet, hand washing.

All 4-5 members of the Nursery staff accompany the children to lunch and sit and eat lunch with them supervising and ensuring respectful table manners.

12.15pm – 4.00pm: Indoor and outdoor activities

The mandatory ratios are adhered to. Adult/child ratio 1:8 which is the minimum that we provide in Nursery.

4.00pm – 5.00pm: Indoor activities in the classroom including afternoon tea

The mandatory ratios for supervision are adhered to, Adult/child ratio 1:8.

Children leave Nursery between 3.00pm and 5.00pm.
All children are signed out by staff upon collection.

Any children remaining in school between 5.00pm and 5.30pm will be taken to the school library by the Nursery staff to be supervised by the staff on duty.

Children enjoy using different areas in school and all Nursery staff, and sometimes additional staff always accompany them, taking particular care when going up and down stairs, through doors, gateways, pavements, kerbs, crossing roads.

Nursery class uses:

- Library
- Dining Room
- Sports Hall
- Forest School
- Outdoor learning areas – EYFS playground, front gardens, school field.
- Pavement to and from the sports hall
- Extended late room classroom/library

Supervision of Nursery children in other areas of school

School Library	1 Nursery teacher and 3-4 support staff supervise children to and from the library. All 4-5 members of staff remain with the children in the library if the whole class is there. Adult/child ratio 1:8
Sports Hall	1 Nursery teacher, 3-4 support staff and PE staff supervise children to and from the sports hall. All members of staff remain with the children for their PE lesson, led by a PE staff.
Music	All 4-5 members of Nursery staff remain with the children for their music lesson with the music teacher.
French	All 4-5 members of Nursery staff remain with the children for their French lesson with the French teacher.

The maximum class size in the Nursery is 32 with an adult/child ratio of 1:8.

On school trips and visits the adult/child ratio is 1:2 and on some occasions, for example the ratio may be 1 : 3 or 4.

Supervision of Reception Children

There are 3 Reception classes of 18 children and in each class there is a teacher with up to 3 support staff between the 3 classes.

Children in Reception are supervised at all times by their class teachers and support staff.

Throughout the day, including before and after school care, a member of staff with the appropriate Paediatric First Aid qualification is always available in the school building, contactable by phone.

Arrival of children

Children can arrive through the main school entrance from 8.00am onwards as Reception is supervised by 1 member of the staff who are always available to welcome the children into school and sign the children in.

Additional members of staff are close by, if required, as extra support.

The Teaching Day

At the start of the teaching day a register of attendance is completed on Engage. Children are supervised in all activities within the classroom and outdoors. Care is taken to supervise children going to the toilet and appropriate help is given in the cloakroom.

Children enjoy using different areas in school and 2 staff always accompany them, taking particular care when going up and down stairs.

Reception classes use:

- Library
- ICT room
- Dining Room
- Sports Hall
- Forest School
- Outdoor learning areas - EYFS playground, front gardens, school field.
- Extended late room classroom/landing.

When going to and from the Sports Hall there are always 2 members of staff with each class.

During Music, French and PE sessions specialist teachers lead the sessions and a member of Reception staff is also present.

At the end of the teaching day at 3pm, children leaving at that time are brought down to the side entrance to be collected.

Children in school from 3pm – 4pm are supervised with various activities, by 2 members of staff in the Reception classrooms.

Children in school from 4pm – 5pm are supervised for sandwiches and classroom activities in one of the Reception classrooms, by 2 members of staff.

All children are signed out by staff upon collection.

From 5-5.30pm if children are still present, they will be taken to the library to be supervised by the staff on duty.