

EYFS Pupil Supervision throughout the School Day (14c)

Scope:	EYFS Department
Release date:	October 2024
Author:	EYFS Lead, Prep School
Reviewer:	Senior Deputy Head Prep School
Approval body:	Board of Directors (Ratified at EdComm Meeting)
Review date	October 2025

Linked documents

This Policy should be read in conjunction with:

- EYFS Missing Child Policy (14b)
- WGS Prep Supervision Policy (A12)

Availability

This Policy may be viewed on the School website and a printed copy is available on request from the School office/Pupil Services Team.

Edition Changes

Edition Release 2024	
Location of change	Clause impacted
Throughout document:	
No changes	

Policy Statement

We provide a staffing ratio in line with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified, and we carry out checks for enhanced criminal records and barred list checks through the Disclosure and Barring Service in accordance with statutory requirements.

Procedures

To meet this aim we use the following guidelines:

- In the Kindergarten where the children are aged two years, there is at least one member of staff for every five children. At least two members of staff hold a full and relevant level 3 qualification,
- In the Kindergarten where the children are aged three to four years, there is at least one member of staff for every eight children. At least two members of staff hold a full and relevant level 3 qualification,
- In the Reception Class where most children will reach the age of five or older within the school year, there is at least one Qualified teacher for every 30 children,
- The number of children for each key person considers the individual needs of the children and the capacity of the individual key person to manage their cohort,
- A minimum of two senior members of staff are on duty within the premises at any one time; one of whom is either our Senior Deputy Head, Assistant Deputy Head, KS2 Lead and KS1/EYFS Lead,
- Our Prep School Senior team deploys staff, students and volunteers to give adequate supervision of indoor and outdoor areas, ensuring that children are always within sight or hearing of staff at all times,
- All staff are deployed according to the needs of the setting and the children attending,
- Our staff, students and volunteers inform their colleagues if they have to leave their area and tell colleagues where they are going,
- Our staff, students and volunteers always focus their attention on children and do not spend time in social conversation with colleagues while they are working with children,
- Our class teachers and EYFS practitioners are the designated key persons to help the child become familiar with the setting. The class teacher plans with parents for the child's well-being and development in the setting. The key person meets regularly with the family for discussion and consultation on their child's progress and offers support in guiding their development at home,
- There is a specific, gated outdoor learning area for the EYFS children, which is padlocked during the day. Reception children join the Prep 1 children during morning break and lunch times (and occasionally afternoon break),
- We hold regular EYFS staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and discuss solutions to any concerns that may arise. The EYFS lead attends these meetings.