



Caversham Preparatory School

Policies and Procedures

251 EYFS Pupil Supervision Policy

EYFS Pupil Supervision Policy

Policy Statement

Caversham Preparatory School has put in place procedures and guidance for all staff regarding the proper supervision of all EYFS children. This policy sets out the parameters for the effective supervision of all pupils in our EYFS setting. This policy should be read in conjunction with our EYFS Supervision Policy.

The policy has regard to the 'Statutory Framework for the Early Years Foundation Stage' Section 3 – The safeguarding and welfare requirements and Staff: child ratios.

Ratios

Pupils in the EYFS will be supervised by appropriately qualified staff and with an adequate number of staff to ensure compliance with ratios set out in the latest statutory framework for the EYFS.

First Aid

There is always a member of staff in the EYFS who has Full Paediatric First Aid Training. This is updated in line with the current statutory requirements for the EYFS.

Procedures

Before School Care

A designated member of staff is assigned to supervise Before Care. Bookings for Before Care should be made at least 24 hours in advance to allow for the correct staff: child ratio.

The School Day

The EYFS pupils spend the majority of the school day with their class teacher, who takes full responsibility for their welfare and planned activities throughout the day. The EYFS pupils will also have a Qualified Nursery Nurse in the setting to assist the class teacher. At times during the week other staff will also be involved in leading some activities, including lessons for Music, PE, and French. There will always be a Qualified Nursery Nurse and First Aider in the classroom at these times.

Playtimes

During the morning and afternoon playtimes all children are supervised in the playground. There is always at least one Qualified Nursery Nurse at Level 3 or above in the playground at all times. There is always at least one Qualified Paediatric First Aider in the playground at all times.



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Lunchtimes

At lunchtime the EYFS children eat in the dining room with Years 1 and 2. This is assisted by at least one EYFS trained member of staff. At least one member of the catering team also assists our EYFS children whilst they eat their lunch and a Key Stage 1 teacher. All EYFS children are escorted to and from the dining room by an adult. They are then supervised in outdoor play or indoor play if the weather is inclement. A member of staff with full paediatric first aid training is always present during mealtimes.

Ratios

Pupils in the EYFS will be supervised by appropriately qualified staff and with an adequate number of staff to ensure compliance with ratios set out in the latest Statutory Framework for the EYFS. The class is supervised by a Qualified Teacher. Our Reception Class is capped at 16 children. There is at least one Qualified Nursery Nurse at Level 3 or above, working alongside the Reception Teacher. If Nursery Nurses are left in charge of the EYFS children, the EYFS Staff: Child Ratio of 1: 8 is observed. Our Nursery Nurses all hold at least Level 3 Status and are qualified Paediatric First Aiders.

Supervision Whilst Travelling to and from School

Parents are responsible for ensuring that their children travel safely to and from School.

After School Care

All pupils in EYFS can attend 'After School Care'. A designated member of staff will have specific responsibility for supervision of the EYFS children. Supervision is always to recommended ratios. Aftercare is run by our qualified Nursery Nurse.

Educational Visits

Caversham Prep places great value on educational visits for all of its pupils, including the very youngest, recognising that they provide a unique opportunity to enhance the curriculum and to extend and support class based work. They provide opportunities which cannot be provided on site and can extend the knowledge and understanding of our youngest pupils.

A Risk Assessment is done to decide what the adult: child ratio should be. This is normally 1:4 maximum (depending on the outing), so that the children can be supervised closely and hands held. Parents are always invited to help on EYFS Outings. Pre-visits will always be taken by a member of the EYFS team so any external educational visits can be appropriately risk assessed and extra risk assessment considerations are made when animals are involved i.e. ratios may rise to 1:3, with parental help. Any children with SEND will be considered in the risk assessment and extra adult provision will be made if necessary. The children are always briefed in advance about any visit and of the standards of behaviour which we expect.



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Policy Administration

Linked Policies

This policy also needs to be in line with other school policies and therefore should be read in conjunction with the following school policies:

- EYFS Supervision Policy
- School Trips and Outings Policy

Quoted Legislation and Guidance

None

Review Schedule

This policy is subject to 3 yearly reviews unless circumstances require an earlier review.

Update and Review Log

Updated/ Reviewed By	Date	Notes
C. Neal	Jan 19	Policy created to take into account unique features and requirements of the EYFS.
J Lawson	Jan 19	Approved
A Hutchison	3/10/2021	Checked and updated
A Lawson	Sep 2022	Formatting and Updating Links