



EARLY YEARS FOUNDATION STAGE SUPERVISION POLICY

EYFS staff have a fundamental awareness of the necessity to be vigilant in every aspect of their care of our children and to keep them safe at all times. In particular;

- In addition to formal morning and afternoon registration, staff will routinely head count the class after activities or trips outside the classroom.
- Children are explicitly taught not to leave the classroom or supervision of an adult without asking permission.
- Children are taught that they must not leave their teacher at the end of the day without pointing the collecting adult out to the teacher.
- Pre-Reception operates an adult ratio of 1:8
- Reception operates an adult ratio of 1:12
- On trips the ratio is a minimum of 1:2 in Pre- Reception and 1:4 in Reception but is often more generous.

Before school:

The EYFS main door is opened and manned from 8.00am for Pre-Reception and 8.35 for Reception and the children go directly to their classroom.

Reception children being dropped off early can attend the Early Room from 7.45am, in the cabin, where they are supervised by two members of staff. They will play quiet games until just before 8.35am when they go directly into their classroom.

After School:

In Pre-Reception the children are collected at the EYFS main door. In Reception the children are taken out by their teacher at the end of the day to the carpark and the teacher will hand over each child individually to their appropriate adult waiting for them. Staff will not release a child to an adult other than a parent unless prior notification has been given by the parent. A telephone call to the parent will be made if necessary before the child is released. After school care is available from the end of the school day (3.30pm) until 6.00pm. Any EYFS children attending late room will be escorted over to the main building where they are supervised by the appropriate number of qualified staff.

Supervision during breaks and lunchtime:

The EYFS children play in the Early Years playground and are supervised by two or more EYFS members of staff. The Dining Room is supervised by the Kitchen Staff and Lunch Time Assistants and the EYFS staff sit and eat with the children.