



14c EYFS SUPERVISION - Arrangements for supervision of EYFS pupils throughout the school day

Statutory framework for the early years foundation stage, April 2017

Staffing arrangements must meet the needs of all children and ensure their safety. Providers must ensure that children are adequately supervised and decide how to deploy staff to ensure children's needs are met. Providers must inform parents and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions. Children must usually be within sight and hearing of staff and always within sight or hearing. (Reported under Independent School Standards Regulations - ISSR 14)
(Commentary on the Regulatory Requirements - ISI)

The safety of our children is given the highest priority at all times, for which all staff take responsibility. Staffing arrangements in place ensure the needs of all children are met and that their safety is paramount, through constant supervision. Statutory adult to child ratios are strictly adhered to at all times, these being determined by the staff qualifications.

(Staff: child ratios EYFS 3.32 to 3.35 apply).

Staff qualifications

The daily experience of children in early years' settings and the overall quality of provision depends on all practitioners having appropriate qualifications, training, skills and knowledge and a clear understanding of their roles and responsibilities.

A qualified member of staff is present from 08.00 to receive children into the Early Years building, after being handed over by the child's parent or carer. The child is signed in and out each day by the adult dropping off and collecting the child. The doors are secured by a keypad, used by parents and staff. Where a person, other than the nominated person as named on the Child Information Sheet, is collecting a child, the Child Collection form is filled in by the parent, and counter-signed by the person calling for the child. In unforeseen circumstances, a parent is asked to ring in and grant permission for the person to collect the child, and should this person be unfamiliar to the staff, a password is required before the child is handed over.

Throughout the school day, from 08.30 to 15.30, a minimum of two members of staff is present within the setting, maintaining the statutory ratios. Nursery, Pre-Reception and Reception children are registered manually at the start of the morning and the afternoon sessions, in addition to being registered electronically, using iSAMS. Parents are responsible for notifying via email or by phone if, for any reason, their child is absent. The school will always contact the parent if a child fails to arrive as expected, without explanation.

Throughout the day, children remain with their Key Person. Other members of staff will be involved in leading some activities during the course of the week including Music and IT but always in addition to the Early Years staff, who remain present throughout the session.

Staff accompany children into the dining-room for lunch at 12.00, remain with them for the duration of lunch-time and return with the children to the Early Years. There is a staff rota in place for outdoor supervision.

All areas beyond the immediate classroom environment have been risk assessed to ensure the health and safety of all children, and this is updated regularly.

Children from Reception are at times escorted to the After School provision within the main school building, where they are signed in and called for by the parent/carer. Should any Nursery aged child be called for after the end of the school day, s/he remains in the Early Years building with familiar staff.

EYFS 3.25. At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present, and must accompany children on outings. All Early Years staff have updated Paediatric First Aid qualifications, (February 2019) which are to be updated every three years, meeting the criteria as set out in Annex A of the new EYFS framework in compliance with the recommended Paediatric First Aid training.

The school nurse is on duty daily in the Health Hub and is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. In addition, those members of the teaching and non-teaching staff who are trained in first aid, are certified to administer care in an emergency. The list of qualified staff is maintained by the School Nurse and on display for parents. At least one qualified paediatric first aider is present with the Nursery and Reception children at all times whether at school or on a school trip.

School trips are enjoyed in the full knowledge that our children have been prepared for the learning environment they are to encounter through discussion about possible hazards and appropriate behavioural expectations, whilst always ensuring the tightest possible supervision. Depending upon the venue, children are equipped with high visibility jackets and wrists bands and are able to articulate the reason these are being worn, i.e. to ensure their own safety.

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Head of EYFS

Reviewed: March 2019
Next Review date: March 2020