

# PENNTHORPE EARLY YEARS FOUNDATION STAGE SUPERVISION OF CHILDREN POLICY



*This policy sits in line with the whole school Supervision of Children Policy.*

ISI Code:	14c EYFS Supervision of Children Policy
Policy Author:	Kylie McGregor, Head of Pre-Prep
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Next Review Date:	August 2021

## HONEYPOT AND BEEHIVE:

We maintain the following adult to child ratios at all times:

Children ages 2-3 years: 1 adult to 4 children

Children aged 3-4 years: 1 adult to 8 children

We ensure this by:

- Planning timetables and rotas so that ratios are maintained throughout the day.
- Always having a minimum of two staff in any room with children.
- Carefully monitoring the allocation of staff during free flow (indoor and outdoor) play to ensure that all children remain supervised.
- Key workers supervise lunch of the EYFS children, ensuring ratios are maintained.
- Cover is provided when staff need to leave the rooms for short periods.
- When younger children are asleep a staff member is always in the room.
- At the beginning and end of days, when staff and children numbers are lower, we group children from different rooms together, as necessary, to maintain ratios.

All managers hold at least a Level 3 qualification and all other staff hold at least a Level 2 qualification.

A named Deputy is identified and capable and qualified to take charge in the Head of Pre-Prep's absence.

## RECEPTION CLASSES:

In our Reception classes we have a fully qualified teacher and a full-time or part-time assistant. Our maximum class size is 16. We operate a free flow system, making good use of the outdoor area directly outside the classrooms. Both classrooms and outdoor areas are supervised by the teachers and assistants. Other qualified staff will assist with cover as required to allow for staff lunch breaks.

## SUPERVISION OF CHILDREN OUTSIDE THE CLASSROOM SETTING:

Children requiring before and after school supervision are booked in and supervised by the relevant staff (correct ratios are always maintained).

Staffing is determined to ensure the prioritisation of the children’s safety and welfare. Parents are made aware of the support offered within the Before and After School Care facility.

Before School Care: 7.30am – 8.00am	Children are welcomed to breakfast by a member of staff in the main Dining Room. They are looked after and encouraged to make healthy decisions regarding their meal.
Before School Care: 8.00am – 8.20am	Teaching Assistants escort children down to the Pre-Prep building, where they are supervised in the Pre-Prep Hall. There is a variety of calm activities for them to try, providing a quiet start to the day.  Children are then escorted to their classrooms at 8.20 am.  <b>COVID temporary amendment: children are supervised in their classrooms from 8.00 am by the Class Teacher.</b>
Lunchtime Care: 11.50am -1.00pm	At lunchtime children are supervised by the teachers and assistants who are on duty in the Dining Room, play areas and classrooms. All EYFS staff are within the vicinity at all times.  Risk assessments are conducted to assess the level of supervision that is required taking into account the particular needs and vulnerabilities of the Early Years children.
Home Time: 3.00pm	Children going home at 3.00pm are handed over to their parent or other person authorised to collect them directly from the classroom. No children will be handed over to anyone unless authorised by the parent. Parents are required telephone/email to inform the School Office accordingly. Each child has a password which needs to be spoken to the Class Teacher, if the child is collected by someone unknown to the school.
After School Care: 3.00pm -6.00pm	Children attending after school care are looked after by the After-School Care team in the beehive classroom. Parents collect from Beehive. If children need to stay from 5 to 7pm, they will be taken to the After 4 room in the main building. Parents collect from the After 4 room.

## OUTINGS AND TRAVEL:

Pennthorpe maintains the same level of care and supervision including the required ratios and qualifications on outings and when transporting EYFS children.

Risk assessments are conducted to judge the level of supervision needed including the suitability of staff, accompaniment of drivers and the arrangements for emergency help.

Records of vehicles in which EYFS children are transported are kept including insurance details and a list of named drivers.

If transport is a private arrangements made by parents with a third party, the it is the parents responsibility to ensure they are satisfied with the arrangements and Pennthorpe will make it clear when our responsibility commences and ceases. This will usually be when the children are met from or delivered to the vehicle.