



The Early Years Foundation Stage Supervision Policy

THE NURSERY

Indoors

- Nursery children are supervised throughout the day with appropriate regulatory ratios
- Ratios are maintained for all activities and routines in the Nursery and in other locations around the school e.g. movement in the Hall
- Appropriate risk assessments are completed prior to activities as necessary

Outdoors

- Ratios are maintained for all activities outside the Nursery e.g. the EYFS Outdoor Area and the school grounds
- In addition proper risk assessments are completed for outdoor activities e.g. walks within the grounds
- Children are dressed in the suitable clothing for the weather and then line up in the Nursery room
- The correct number of staff remain in the Nursery to supervise children sleeping, take phone calls and deal with first aid for children outside
- Children exit through either the Nursery or Baby room doors
- Children use the fire path with 'walking feet' to access the playground
- Children have free access to all areas; staff ensure that the environment is safe through regular checks
- Babies and very young children are closely monitored and are given age-appropriate free access to activities and equipment
- After each activity all equipment must be put tidily next to the garage or as appropriate
- A clear path for the fire exit gate must be left.
- Equipment for specific activities must be cleared away and returned to the relevant area

PTO

KINDERGARTEN AND RECEPTION

NB: Specialists teaching in the EYFS (PE, dance & music) and staff covering absence must adhere to all the points in this policy

8.00am – 8.40am

- Children report to the Kindergarten room which is under the supervision of the KG teacher (Miss Berwick) or an appropriately qualified member of staff
- Children are signed in on arrival
- The KG assistant arrives at 8.30am or as appropriate to maintain ratios
- Additional staff are available to maintain ratios should this be necessary

8.40am

Reception children are collected from the KG room by their class teacher Mrs Palmeri.

8.40am – 10.30am

Children are in their respective classrooms or other locations in and around the School for activities

10.30am – 10.45am

- Break time for Kindergarten and Reception children
- The duty teacher(s) and the KG assistant supervise in the outdoor area

10.45am – 12.00noon

Children are in their respective classrooms or other locations in the School for activities

12.00pm – 12.30pm

- KG and Reception children make their way to the dining room for lunch accompanied by their class teacher; they visit the toilet and wash hands on the way
- Children eat lunch at designated tables in the dining room at junior lunch
- KG children are supervised by two members of staff – an EYFS teacher and a lunch time supervisor.
- Reception children have their own table supervised by the Domestic Bursar; the Deputy Head (Junior) is in overall charge of junior lunch

12.30pm – 1.05pm

- The duty teacher(s) and the KG assistant collect children (see note below) from the dining room and escort them to the KG classroom ready for lunchtime play.
- In the spring term the KG assistant will take children participating in football and multi-sports clubs to the field (Tuesdays and Fridays)
- Appropriate additional supervision will be put in place

1.05pm – 3.15pm

Children are in their respective classrooms or other locations in and around the School for activities

3.15pm – 4.00pm

- Reception children report to KG room for after school care; they are signed in by an EYFS member of staff.
- Children who are not collected by 3.20pm must be signed in; parents must sign them out and state 'time out'

4.00pm – 6.00pm

- Miss Berwick hands over supervision to the KG assistant
- Children booked in from 4.00pm receive a light tea prepared by the Nursery staff
- Children then have a free choice of activity
- Parents/carers sign out their children before leaving and state 'time out'
- If numbers fall to one child, the KG assistant moves to the Nursery to maintain EYFS ratios and a notice is put on the door
- Children are then collected from the Nursery room

Early Years Outdoor Area

- Collect the children and assemble in the KG classroom; children to wear appropriate clothing
 - Students may help with duties but **must not be alone with a child**
- Collect the duty book and pupil lists from Kindergarten window ledge.
- Write down the date and the number of children going out [headcount needed]
- Exit through Kindergarten outside door, counting children as they go
- ***Close doors behind you.***
- ***Check the 3 gates are bolted and the area is safe.***
- Outside area will have been checked during the morning by a nursery nurse or teacher and debris disposed of safely.*
- ***The gate into the car park should only be bolted at the top.***
- Children are to use the brown safety path NOT the fire path
- Children are free to use all the apparatus and move around the whole space during their free choice times.
- ***Children are NOT allowed to play in front of the KG door where they cannot be seen by the duty staff.***
- Duty staff must position themselves **SEPERATELY** so that they are able to see all the children
- Duty staff should interact with the children to support their activities
- Children may take socks and shoes off in the sandpit, providing they can put them on themselves when they go back inside.
 - Children to hand wipe sand off feet before putting socks and shoes on.
- Children must NOT run across the plants in the nature garden but they may sit and play only on the wooden block provided.
- Children must NOT limb, slide or sit on the brick wall that borders the adventure playground.
- Children requiring First Aid or toilet, go through The Nursery,
- Duty staff must record this in the duty book AND sign children back in when they return to the play area.
 - Please be patient when sending children into The Nursery
 - Staff are often busy dealing with nursery children and parents.
- Children who go home at lunchtime must be noted down in the playground book.
- Count children IN at the end of the session
 - KG and Reception pupil lists give the number of children present.
- Ensure doors are closed.
- Return Duty Book and pupil lists.

Lunch time collection

- Parents must report to the Junior Office; the secretary will collect children via The Nursery.
Under no circumstances should parents take children directly from the outdoor area.