



'ALIS VOLAT PROPRIIS'

SEATON HOUSE SCHOOL

EYFS Supervision Policy

Date Reviewed: October 2019
Next Review Date: Autumn 2020
Reviewed by: Head of Early Years

- Arrangements regarding start times, end of the day, ASC and Early Birds may be adapted to meet the requirements of the COVID risk assessment.

SUPERVISION OF PUPILS

This Policy applies to the Early Years Foundation Stage

At Seaton House School we live in a community and treat one another as we wish to be treated (both pupils and staff). It should be noted that teachers are always 'on duty' in this community and we are always looking after the pupils in our care. This is essential if our pastoral care is to be effective.

This is explained from the very first Induction meeting at the start of the academic year or throughout the year depending on their start date.

The Head of Early Years publishes a duty rota each term, to ensure adequate supervision is in place. Seaton House School recognises its responsibility to ensure that Staffing arrangements meet the needs of all children and ensure their safety. We are all responsible for the behaviour of pupils on the school premises. Throughout the day, staff should consistently exercise the School's Behaviour Policy.

Staff have a duty to:

1. Deal with inappropriate behaviour
2. Report it immediately to Form Tutor and or Deputy Head

Nursery

We maintain the following adult to child ratios at all times, in line with regulations:

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 rotas so that they are maintained throughout the day.
- Always having a minimum of two staff in the room with children.
- Carefully monitoring the allocation of staff during free flow (indoor and outdoor) play to ensure that all children remain supervised.
- There is a staff rota to ensure ratios are maintained at lunch times
- Maintaining a small bank of experienced cover staff to replace staff members who are on sick or annual leave.

Nursery children going home at 12pm are dismissed from the building by the Nursery teacher. Children are handed over to their parent or other person authorised to collect them. No child will be handed over to anyone else unless authorised by a parent and able to provide the child's password. The same process is followed at the 1.15pm collection and the end of the school day (3.15pm)

Any child not collected at the end of the school day will be taken to After School Care and a phone call will be made to parents to ascertain when and whom will be collecting the child.

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Reception

In our Reception class we have a fully qualified teacher and a full time assistant. Our maximum class size is 20. Both the classroom and outdoor areas are supervised by the teachers or assistants. Nursery staff will assist with cover as required to allow for staff breaks.

From 8.30am all staff are in their room and Reception children will be supervised in their classroom.

Lunchtime 12.00pm-1.15pm

At lunchtime children are supervised by the teachers and assistants.

Home time 3.15pm

Children going home at 3.15pm are dismissed from the Nursery classroom by the teacher or teaching assistant. The children are handed over to their parent or other person authorised to collect them. No children will be handed over to anyone unless authorised by the parent. Any child not collected at the end of the school day will be taken to After School Care and a phone call will be made to parents to ascertain when and whom will be collecting the child.

Early Birds (8am-8.30am) *

All Early Years children are in the Nursery room to ensure that staff ratios are maintained. A member of staff is on the gate whilst it is open and there is a rota for staffing within the room. The Head of Early Years is also in the Early Years building to oversee and on call for any emergencies.

After School Care (3.30-5.30pm) *

Pupils in the Early Years attending After School Care (ASC) or who have not been collected will walk up the road to the main school site with relevant staff ratios. Staff will wear high visibility vests when escorting children from the Early Years to the Main Site. Children will walk in pairs and be reminded of the need to keep together and walk in an orderly fashion to the Main Site. ASC is supervised by a rota of staff and there are always at least 2 staff on duty at any time, one of whom will hold relevant childcare qualifications. ASC is held in Form I and there is also always a Senior Teacher on duty every evening until 6pm. Pupils will be collected directly from Form I for ASC. A register is kept of all children attending ASC and parents or carers sign the children out on collection.

After 6pm pupils left at School will be taken to the SLT member on late collection duty (rota in the Office) who attempt to make further contact with parents. If no contact is made, the child will remain on School property under supervision. A charge may be made.

REVIEW

This policy will be reviewed every two years.

Reviewed October 2020

Judith Evans

Chair of Governors

Sarah McGreevy

Head of Early Years

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