

Queen's College Preparatory School  
(including Early Years Foundation Stage)

*EYFS Supervision Policy*



## Introduction

The safety and welfare of the children in the EYFS classes at QCPS is paramount. All staff are responsible for always ensuring the safety and wellbeing of all the children in school. The adult to child ratios is always adhered to, in order to maintain high levels of safety. This policy outlines when and how EYFS pupils are supervised throughout the school day.

## Site Safety

One of the most important factors in ensuring the safety of our children and staff is the security of the school building. Access to the Preparatory School building is controlled via four points.

The main entrance (front door to No 61) is clearly signposted to visitors and is controlled by a magnetic lock which can be unlocked either from the School Office or the switch inside the door (which is used by staff as they need to leave the building) or the keypad which has a four-digit code for staff to gain access to the building. The main entrance is monitored by a CCTV camera, which can be seen from the School Office and is used to identify people entering and exiting the site. There is a second set of glass doors that also has a keypad to enter a four-digit code to get through.

The second door (front door to No 59) is locked from the inside for the duration of the school day. It is opened only to allow pupils to enter and leave with their class. During this time, when the door is open, it is supervised by a member of staff until the final pupil has left.

The third and fourth access points are the two doors to the basement. Both doors are key operated from the outside and are push-bar operated from the inside. These doors are unlocked while pupils enter and exit the school and when staff are in the Dining Room as it is a fire exit. The door is locked once the last member of staff has left the Dining Room. Any access through this door will be seen by the members of the kitchen team.

## Staff Supervision Ratios

### Reception Classes

There are four members of staff in the EYFS Team. We have two Reception classes and in each class there is one full-time member of staff who holds qualified teacher status allowing 1:30. There are also two full-time teaching assistants who work within each class; they both hold a level 3 qualification allowing 1:8. The minimum staffing ratio is 1:30 when the Reception classes are with their Form Teachers. In the absence of a

qualified teacher, the staffing ratio is at least 1:8 and at least one member of staff must hold a full and relevant level 3 qualification. In Reception the pupils are always within sight and hearing of a member of staff.

## **Supervision Before the School Day**

The school provides a 'Breakfast club' every morning which runs from 07.30 - 08.15am and is supervised by a qualified teacher or teaching assistant. The pupils are dropped to the basement entrance and Reception children are handed over to a member of staff by their parents/ carers. All children are registered by the member of staff on duty. The member of staff supervising the children is always in the room. Children are always within sight and hearing of staff. Once breakfast finishes, a member of staff escorts the child or children to their classroom and hands them over to their class teacher for supervision from 8.15am onwards.

## **Supervision During the School Day**

The school notifies all parents of the timings of the school day, children in Reception come into school from 8.30-8.40am. Reception Form Teachers stand at the main entrance and greet Reception pupils individually each morning. Reception children are handed over to a member of staff by their parents/ carers at the main entrance of the school at door 59 or 61. EYFS staff help children unpack bags and put away their belongings and begin activities within the classroom. At least one member of staff is always present in the classroom. Children are always within sight and hearing of staff.

### **Registration**

Reception Teachers electronically register the pupils at 8.40am, when the door to the school is closed. Pupils arriving after 8.40am 'sign in' at the School Office, and the electronic registers are updated and printed by the School Secretary. Pupils are also electronically registered at the start of the first afternoon lesson by their Form teacher.

### **Supervision During Lessons**

The EYFS staff supervise the children in the classroom. During specialist lessons, a qualified teacher and a teaching assistant supervise the children.

### **Supervision Between Lessons**

Children in Reception are always closely supervised as they move between lessons (e.g., travelling to and from Music, ICT, etc.). They walk to each lesson with a teaching assistant or a qualified teacher. EYFS children are always taken around the school and never left to walk around the building unsupervised.

### **Supervision During Break**

The EYFS team also supervise children at break time and the ratios are maintained according to the recommended guidelines from DfE. EYFS children use the toilets which are situated in the basement of the school. Children are always escorted to the toilets by a member of staff.

### **Lunch Time**

Members of staff who are on duty are responsible for the order, safety and behaviour of the pupils during lunch. Pupils in Reception arrive for lunch at 11.40am with their class teacher and teaching assistant. Children finish lunch at and leave the dining room at 12.10pm with a member of staff. During lunch, two members of staff supervise the children, this could either be qualified teachers or teaching assistants. Supervision at lunchtimes is managed with a duty rota, shared between all school teaching staff and lunchtime supervisors. The ratio of qualified staff is followed in line with EYFS requirements and children are given appropriate assistance as needed to help them eat their food.

### **Supervision During Garden Time**

Reception children have outdoor time every day, weather permitting. During garden time, children are taken by a qualified teacher and a teaching assistant. The garden is a short distance from school and is a gated and secure play area. The pupils are counted prior to leaving the school and again prior to leaving the garden, and once more on return to school. Reception classes are 'signed out' and 'signed in' using the sign in sheet provided by the office. For EYFS children the supervising ratio is at least 1:30. To ensure the pupils' safety, members of staff follow the control measures listed in the generic risk assessment for walking in the locality.

### **Inclement Weather**

Senior Leadership will decide whether or not the weather conditions allow for the pupils to visit the Garden. In the EYFS, appropriate supervision ratios are maintained within the classrooms during bad weather at all times.

### **End of School**

At the end of the school day (3:00pm), the classroom teacher and teaching assistant dismisses the EYFS children from door 59 or 61 to their parents/ carers who arrives at School entrance. Children are only released to their parents. If another person is collecting them, this must be arranged beforehand, and the class teacher notified. Where possible, this person should be made known to the class teacher beforehand. If an EYFS child has not been collected by 3.10pm, parents/carers are contacted to ascertain how long they will be. Reception children wait with the class teacher or teaching assistant in their classroom. On no occasion would an EYFS child be permitted to leave the school premises unsupervised or with an adult that we have not been told about.

### **Supervision of EYFS children out of school**

In the EYFS, Reception pupils that make visits out of school or attend off site activities are supervised very closely by their class teacher and teaching assistant or another qualified teacher. Other adults that have been cleared to work with children, usually parent volunteers, help to supervise the children as well. The required EYFS ratios are met and are usually exceeded, these are 1: 5 for EYFS pupils. Upon return to school from a visit, EYFS children are dismissed in the usual way to their parents/ carers as outlined above unless they return in the middle of the school day. In this case, normal supervision as detailed above would take place.

### **After School Activities**

From Monday to Thursday there are after school activities for the pupils to attend. Any EYFS child attending an after-school club is taken to the lunch hall at 3.00pm and are supervised by a teaching assistant and handed over to their club supervisor. The club supervisor will have full responsibility of EYFS children. At the end of the session, or when a parent/ carer arrives to collect them, EYFS children are handed over to the parent/ carer.

### **Uncollected Children**

Uncollected Reception pupils wait in their classroom with a teacher or teaching assistant and the procedures set out in the 'Uncollected Children' Policy are followed.

### **Twilight Club**

Twilight Club runs from 16.00 to 18.00 on Mondays to Thursdays and is supervised by a member of staff.

### **Supervision on School Trips**

For full details regarding supervision, planning and leading a school trip, please consult the Educational Visits Policy.

### **Lost Child Procedure**

For full details the procedures to be followed in the event of a lost child please consult the 'Lost Child' Policy.

### **Senior Leadership Team (SLT)**

One member of SLT will be present in the school until 18.00. This will be done on a Rota as follows:

**Mondays: Deputy Head (Pastoral)**

**Tuesdays: Head of Prep/Pre-Prep alternate**

**Wednesdays: Deputy Head (Academic)**

**Thursdays: Headmistress**

