



## Longacre School EYFS Supervision of Children Policy

*Policy to be reviewed: March 2021*

### **Nursery and Kindergarten:**

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

Children ages 2½-3 years:	1 adult to 5 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.
- Maintaining a small bank of experienced cover staff to replace staff members who are on sick or annual leave.
- When younger children are asleep they are checked by a staff member every 10 minutes (minimum).
- 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.

### **Reception Classes:**

In our Reception classes we have a fully qualified teacher and a full time assistant. 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.

### **Before school care:**

#### **7.30am-8.20am**

Early Years children requiring before school supervision are booked in and supervised in the Nursery by the relevant staff (correct ratios are always maintained).

#### **8am-8.20am**

Children requiring supervision before 8am are brought directly to the Pre-Prep Library where they are supervised by the relevant staff.

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

## **Lunchtime**

### **11.50pm-1.10pm**

At lunchtime children are supervised by the teachers and assistants who are on duty in the Dining Room, play areas and classrooms.

## **Home time**

### **3.45pm**

Children going home at 3.45pm 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 to either sign up on the 'Going Home' signing out sheet in each classroom or telephone/email to inform the School Office.

## **After school care**

### **3.45pm-6.00pm**

Early Years children not collected at 3.45 are taken to the Palmer Hall where they are supervised by Teaching Assistants. At 4pm they will either be collected by the staff member running the club which they are booked in to attend or taken to After School Care in the Nursery which is supervised by the relevant staff. Those children in Reception will go to After School Care in the Pre-Prep Library where they will be supervised by the relevant staff.