



## Longacre School EYFS Supervision of Children Policy

*Policy reviewed: March 2023*  
*Policy to be reviewed: March 2024*

### **Nursery and Kindergarten:**

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

Children ages 2-3 years: 1 adult to 5 children.  
Children aged 3-4 years: 1 adult to 8 children, however if staff member has QTS ratio can increase to:  
1 adult to 13 children.

We ensure this by:

- Planning timetables and rotas so that ratios are maintained throughout the day.
- 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.
- Where possible we will have 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).

### **Reception Classes:**

In our Reception classes we have a teacher and an e assistant. We operate a freeflow 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-8.00am**

Nursery and Kindergarten children requiring before school supervision are booked in and supervised in the Pre Prep library by staff (correct ratios are always maintained).

#### **8.00am-8.30am**

Reception children requiring supervision after 8am are brought directly to the Dining room where they are supervised by the relevant staff.

Nursery and Kindergarten children requiring supervision after 8am are taken into the Pre School building where they are supervised by relevant staff (correct ratios are always maintained).

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**

### **3.30pm**

Children going home at 3.30pm 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**

### **3.30pm-6.00pm**

Reception children not collected at 3:30pm stay in their classroom until 4pm. At this time they are either taken to After school care or directly to a club provider. Nursery and Kindergarten children that are not collected at 3:30pm stay in the Preschool building where After School Care is provided maintaining the legal ratio of staff in their supervision.

If a child is not collected then we follow the procedures written in our uncollected child policy.