



Longacre School EYFS Supervision of Children Policy

**Policy reviewed: November 2025
Policy to be reviewed: November 2026**

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 class we have a teacher and an assistant teacher that work in the class daily. 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 assistant teachers. Other qualified staff will assist with cover as required to allow for staff lunch breaks.

Before school care:

7.30-8am

Nursery and Kindergarten children requiring before school supervision are booked in and supervised in the Pre School building (correct ratios are always maintained). Any reception children are booked in and are supervised in the dining room.

8-8.15am

At 8am the Nursery and Kindergarten day begins, children who attended before school care are escorted to their classroom at this time and handed over the Early Years staff.

Reception children requiring supervision after 8am stay in the Dining room where they are supervised by the relevant staff until 8.15am when they are escorted to their classroom at this time and handed over to the relevant staff.

Lunchtime: 11.30-1.10pm

At lunchtime children are supervised by the teachers and assistant teachers who are on duty in the DiningRoom, 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: 4-6pm

Reception children not collected at 3:45pm 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 4pm 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.