



EYFS Pupil Supervision Policy and Procedure

Staffing arrangements are made to meet the needs of all children and to ensure that their safety is paramount through supervision.

For children aged rising-three and over (Nursery and Reception)

- There are always at least two members of staff working with the children
- At least one member of the Early Years staff has a Qualified Teacher Status, Early Years Professional Status or another suitable level 6 qualification
- At least half of the other teaching staff hold a Qualified Teacher Status, Early Years Professional Status or another suitable level 3 qualification

Arrangements for the Supervision of EYFS Pupils:

On Arrival at School:

Children arrive at School from 08.00 when they go to the waiting area. They are supervised by at least two members of the teaching staff. The children are collected and taken to their classroom. They are then registered in their class at 08.35.

During the School Day:

Children are usually with a Class Teacher and TA. Other teaching staff will be involved in leading some activities throughout the week including PE and Music. A member of staff accompanies the children to any lunchtime club.

Break times:

Children are always supervised at break times.

3 members of staff are on duty in the playground during morning break and during lunchtime. During lunchtime, at least three teaching staff will be with the children while eating their lunch.

After School Clubs:

Clubs run between 15:30 –16.00. Parents sign up for these in advance.

Children not in clubs are either picked up by their parents/carers from the courtyard. All clubs are run by two school teaching staff and a register is taken. Any children who are not picked up by their parents/carers on time will wait in the school entrance with at least two teaching staff.

Failure to collect a child

If a parent fails to collect a child, the school will call all emergency contact numbers for the child. This is done repeatedly for 45mins. If, after 45mins, no contact can be made the Head will be notified and the police may be called. The DSL could also contact the referral team of the Local Social Services Office to inform them of a possible problem. Names, addresses and contacts will be shared with the local Children's Social Care Team and the Police will pass any useful information back to assist the school to locate Parents/ Carers. The Children's Social Care Team in liaison with School staff will try to identify a placement with a person known to the child. If not placement can be identified, then the Social Worker and school staff member will place the child in a foster placement as they have technically been abandoned. Notice of actions will then be left at the family home by the Social Worker / School staff member. Police and emergency duty team to be advised of the outcome.

After 24hours a record of actions should be made by all agencies. The School records should be passed to the DSL and social care staff will seek to see the parents.

This policy should be read in conjunction with the Safeguarding Policy.

Ratios are maintained in accordance to the ages of the children.

Review August 2023