POLICY FOR THE SUPERVISION OF PUPILS, INCLUDING EYFS

This policy makes reference to the most recent version of The Independent Schools Standards Regulations and the Statutory Framework for the Early Years Foundation Stage (EYFS).

CURRENT ARRANGEMENTS AND GUIDELINES IN SCHOOL

- Children are allowed on the premises between the hours of 7:30am to 6:30pm from Monday to Friday when they will be supervised by nursery or school staff.
- Specific arrangements must be made, in advance, for any child who will arrive at school between 7:30am and 8:00am or remain until 6:00pm and 6:30pm.
- All children must be brought to school by a parent (or other responsible adult as specified by parent) and handed over to the member of staff on duty.
- No child is allowed to leave the school unless collected by a parent (or another responsible adult as specified by parent).
- Every child must be signed out when leaving the school at the end of the day/session.
- If it is necessary for someone other than the normal person/s to collect a child, the school must be informed about this in advance and the parent/guardian must provide the school with a password. ID must be provided to confirm identity. If this is not possible the school will not allow the child to leave the school until checks have been made with the parent/guardian.
- Children under the age of five will be supervised at all times when in school. There will always be a member of staff with each group of children. The member of staff will know the number of children they are responsible for at all times.
- Once a child has been handed over to a parent (or other responsible adult) at the end of the day/session, the safety of the child becomes the responsibility of the parent/guardian even if still on school premises. If a child misbehaves at this time, compromising health or safety standards, a member of staff will intervene.
- All children are supervised during mid-morning, lunchtime and afternoon breaks.
- Children are not allowed access to the car park unless accompanied by a parent (or another responsible adult).
- Most visitors to the school will be accompanied by a member of staff while in the presence of the children. The exception to this is when tradesmen are carrying out work on the premises with no children present. Such visitors are required to sign in and wear a visitor's badge while in the school.
- When children travel by school vehicles they will be supervised by staff. These arrangements are detailed in the policy document '*School Vehicles Policy*'. The School Vehicles Policy is available upon request.
- All members of staff will be supervised at all times until all DBS checks have been completed and the original DBS certificate seen by the Human Resources Department in school.
- Children must usually be within sight and hearing of staff and always within sight or hearing. Whilst eating, children must be within sight and hearing of staff.

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SAFEGUARDING AND WELFARE REQUIREMENTS - EYFS
The following qualifications and adult-to-child ratios are required under the EYFS Statutory Framework.

Children in Reception who will reach their 5th birthday
Where the majority of pupils are five or over within the school year, the staffing ratio is 1:30 (as in maintained schools) provided that a person with Qualified Teacher Status, Early Years Professional Status or another suitable level 6 qualification is working directly with the children. Such a person may be an overseas qualified teacher or an 'instructor' (someone with the necessary qualifications or experience or both, where the Governors/Proprietorial Body are satisfied with the qualifications or experience). In such classes, there is no requirement, as previously proposed, for at least one other member of staff to hold a full and relevant level 3 qualification.
(Our Reception classes are no more than 20).

In other EYFS classes for children of three and above, with a person with Qualified Teacher Status (or other suitable person as defined above), the ratio is 1:13 and at least one other member of staff is required to hold a full and relevant level 3 qualification.

In EYFS classes for children of three or above, without a person with Qualified Teacher Status (or other suitable person as defined above), the staffing ratio will be 1:8. At least one member of staff will hold a full and relevant level 3 qualification and at least half of all other staff will hold a full and relevant level 2 qualification.

Children who are 'rising three'
If those 'rising three' in their first term are in a separate group, the staffing ratio for two-year-olds applies. If they are in a mixed group with three year olds, they count as three if they are in the minority, but as two if they constitute the majority.

Children aged two in any early years group setting
The staffing ratio will be at least 1:5. At least one member of staff will hold a full and relevant level 3 qualification and at least half of all other staff will hold a full and relevant level 2 qualification.

Children aged under two in any early years group setting
The staffing ratio will be at least 1:3. At least one member of staff will hold a full and relevant level 3 qualification and have suitable experience of working with children under two. At least half of all other staff will hold a full and relevant level 2 qualification. At least half of the staff will have received specific training in the care of babies. The member of staff in charge of the babies' room will have suitable experience of working with children under two years.

Supervisors and managers
All Room Leaders will hold at least a full and relevant level 3 qualification and half of all other staff will hold a full and relevant level 2 qualification. A named deputy must be identified and be capable and qualified to take charge in the Room Leader's absence.

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Students
Suitable students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios at the level below their level of study, as long as the school is satisfied that they are competent, responsible and meet the needs of the children. All staff under 17 will be supervised at all times. Regardless of this permitted practice, the school will not permit any student to work alone with our babies or children and will always risk assess any decision on whether to include a student on any room ratio.

Break and lunchtime
The EYFS Statutory Framework does not specify different ratios for these times, but allows a reduction of direct staffing when the children are at rest or sleeping. The school ensures that all the relevant staff are in the vicinity and readily available. The school will undertake risk assessments to assess the level of supervision that is required taking account of the particular needs and vulnerabilities of children in the EYFS. Safety will always be the first priority.

Supervision of pupils in 'out of school' care
For holiday provision for children who normally attend a reception class or older during the school day, there must be sufficient staff as for a class of 30 children.

For pupils from five to seven, the recommended staffing ratio is 1:8. For older pupils from eight upward, a risk assessment will be carried out, so that the staffing ratio is appropriate to circumstance.

The staffing arrangements for the EYFS (3 – 5 years) children are provided earlier in this policy. At least one member of staff will hold a full and relevant level 3 qualification and half of all other staff will hold a full and relevant level 2 qualification.

The Policy for the Supervision of Pupils Including EYFS was reviewed in September 2025 and will be reviewed in or before September 2026.