



Ashton House School

EYFS Supervision Policy

1.4

Policy Title:	EYFS Supervision of Pupils Policy
Version:	1.4
Policy Summary:	To outline procedures and practices for the Supervision of Children in the EYFS at Ashton House School.
Policy Owner:	Head Teacher/DSL Head of Lower School
Relevant to:	All EYFS staff and the Senior Leadership Team
Date introduced:	September 2018
Next review date:	August 2025
Related School Documents:	<ul style="list-style-type: none"> • Safeguarding Policy • EYFS Policy • Learning Outside the Classroom Policy • Staff Code of Conduct • Supervision of Children Policy
Date(s) modified/reviewed:	<p>Reviewed July 2020 – Covid -19 Addendum Annex A introduced</p> <p>Reviewed March 2021, KH</p> <p>Reviewed Oct 2022, GMS and LB, Covid Addendum removed</p> <p>Reviewed August 2023, AS</p>

Introduction

The EYFS setting at Ashton House School and the wider school has a responsibility to ensure supervision is maintained in all aspects of the school day and in After School Care.

A clear and consistent EYFS Supervision of Pupils Policy ensures that procedures are understood and carried out in a determined, purposeful manner.

This ensures that pupils are sensitive to effective supervision of this kind and the resulting good order is reflected in high standards of behaviour and a happy and safe environment where children are familiar with routines designed to enable consistently appropriate supervision.

Procedures

In the morning the Pre-Prep Department (EYFS Setting) doors open at 8.25 a.m. and are closed at 8.40 a.m.

Parents escort children into the department for the first couple of weeks as necessary to aid settling and then drop at the door. Supervision in Pre-Prep ensures at least EYFS ratios.

The register is taken between 8.40am and 8.50 a.m. and again at 1.00 p.m.

When pupils leave the department to play outside or go to lunch, assembly or PE lesson, they line up quietly, staff conduct a head count and agree numbers. One member of staff is at the head of the line and another at the tail end of the line.

Children are instructed to hold the handrail at all times when negotiating stairs throughout the school, with talking in the line discouraged.

Children line up outside and a head count is taken before children re – enter the building, with one member of staff at the front and another at the back of the line.

When in the presence of children all staff are to understand that they are 'on duty' and are required to monitor behaviour and attitudes.

Staff members are responsible for the order, safety and discipline of pupils.

Nursery children doing a morning only session will be ready for collection by a parent/carer at 11.50 a.m. A staff member will wait with a child for up to 10 minutes. If they are not collected in this time, the child is taken to the lunch room where they will wait, supervised by the duty teacher, for the arrival of their appropriate adult.

At the end of the day, those children going home wait in the Reception classroom, the outer door is opened at 3.20. The child is dismissed by staff members into the care of their appropriate adult.

Those children going to After-School Care or undertaking an After-School Activity are supervised in the department and are then taken by a staff member to the Dining Hall or After School Club for the commencement of their activity.

Supervisory Duties

There is a playtime duty rota manned by Lower School Staff, for Lower School playtimes for Pre-Prep (EYFS children, Years 1 & 2). Two members of staff are on duty for morning and afternoon playtimes.

Children are supervised in the lunch room by a Lunchtime Supervisor and a staff member on rota.

Lunchtime play is supervised by a Lunchtime Supervisor and a teaching staff member with an on call Paediatric First Aider nearby.

The Head of the EYFS has a Level 6 qualification and the Nursery Lead / Teaching Assistants have Level 2 or Level 3 qualifications. Child to Staff ratios meet requirements and at times exceed them.