Eaton House Belgravia

EYFS

Supervision

Policy

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Pupil's Arrival and Departure

Pupils may arrive at school from 8.30am. They must be delivered by parents or carers into the care of staff. Children in Nursery and Kindergarten must not move around the school unsupervised at any time, regardless of group size. This will affect routines such as collecting snack, delivering messages to the office and toileting. Kindergarten pupils can walk to their classroom following a handshake at the door from the teacher/s on morning door duty.

They are expected to go home after lessons finish, unless they are staying late for a club or activity. Lessons finish at 3.45pm in the KG and 11.50am or 3.30pm in the Nursery. There is a direct handover at the end of EYFS sessions, at the end of the school day at 3.45pm, or after club at 5pm, and a child is only released at the end of the session into the care of a parent or other individual whose name has been notified to the school in writing in advance. Pupils are not allowed on site without supervision.

At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. All members of the teaching staff are expected to take their share of break and lunchtime supervisory duties. Duty rotas are prepared by the Assistant Head of Operations each term.

The main duty times are:

- Break duty
- Lunch-time duty
- Park duty

Pupils are able to call on a member of staff at any time if necessary.

Registration

Registration of all pupils, including those in the EYFS is taken at the start of the morning and afternoon sessions. Parents are responsible for notifying the school, by telephone or email, if their child is absent for any reason. The school will always contact the parent if a child fails to arrive at school without an explanation.

One-to-One and Small Group Sessions, inc. Peripatetic Music Lessons

Throughout the EYFS, children may attend sessions that take place outside of their usual classroom routine. These include pre-registration academic sessions, pre-registration early bird drop-off sessions, one-to-one pastoral or academic sessions post-registration and a range of intervention sessions. Children may also attend peripatetic music lessons.

To ensure safe and consistent supervision, the following expectations apply:

Movement around the school
Children in Nursery and Kindergarten must not move around the school unsupervised at any time, regardless of group size.

Escorting and handover after sessions
After any intervention session, one-to-one session or peripatetic music lesson, children must be escorted back to their class and handed over directly to the class teacher or designated member of staff.

No children in isolation
Children must not walk around the school in isolation.

Staff responsibility
The member of staff leading the session, or the visiting peripatetic teacher where applicable, is responsible for ensuring that children are escorted safely and appropriately handed over in line with the guidance above.

Supervision During Break Times

During the EYFS morning and afternoon breaks there will be enough staff on duty to satisfy the required ratios. Morning snack for Nursery and Kindergarten must be collected by a member of staff. For toileting in Kindergarten, children should go in pairs, and staff must maintain clear awareness of who has gone and for how long.

Arrangements for the supervision of EYFS pupils at break time are in accordance with the regulations regarding EYFS staff ratios. There is always a minimum of 2 staff on duty, one of whom is a paediatric first aider.

Supervision During Meal Times

EYFS staff monitor children for safety whilst eating:

- All staff, from EYFS, hold a paediatric first aid certificate.
- Staff monitor what children are eating and give feedback on any concerns via CPOMS and in person to parents or carers.
- Behaviour and table manners are also monitored.
- Children are always within sight and hearing of staff while eating.
- Information on allergies, intolerances, and dietary needs is collected before entry and

kept up to date.

- Allergy action plans are developed in collaboration with parents and, where appropriate, health professionals.
- Food is prepared to prevent choking and is consistent with the DfE's Early Years Foundation Stage nutrition guidance.
- Any choking incident requiring intervention is recorded, reported to parents, and reviewed to identify preventative improvements.
- Staff ensure that children have their feet flat on the floor and use chairs with backs for physical safety and choking prevention.

Medical Support

A number of members of the teaching staff and non-teaching staff are trained and qualified as first aiders and are able to give emergency first aid. The names of First Aiders are displayed around the school. All EYFS staff hold a paediatric first aid certificate. Class specific first aid bags are present with the class at all times as they move throughout school and used off site, too. The office staff regularly check and replenish the first aid boxes.

Supervision Whilst Traveling To and From School

Parents are responsible for ensuring that their children travel safely to and from school. EYFS pupils using the school minibus service are the responsibility of the chaperone and pupils must wear seatbelts at all times. Any complaints about poor behaviour are immediately investigated and appropriate action taken. Nursery children do not use the school bus for the morning and afternoon school runs.

Supervision During Educational Visits

The arrangements for the supervision of pupils, including EYFS, during educational visits and trips out of school are described in our Educational Visits policy.

Unsupervised Access by Pupil

We ensure that pupils, including those in the EYFS, do not have unsupervised access to potentially dangerous areas, for example cleaning products. Doors to these areas are kept locked at all times when not in use.

Pupils do not have access to the Maintenance, Catering and Caretaking areas of the

school. These areas are clearly labelled.

EYFS Pupils

EYFS pupils are closely supervised at all times. Staffing ratios are in accordance with EYFS regulations.

Staff Induction

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times and is available in the staff handbook.

Supervision Meetings

Safeguarding leadership: the Designated Safeguarding Lead (DSL) for Eaton House Belgravia is Mariam Asadi. Lisa McNeill leads day-to-day EYFS provision and has a specific EYFS safeguarding role, working closely with the school DSL. Dr Christopher Halls, Headteacher, is the Deputy Designated Safeguarding Lead (DDSL).

At Eaton House Belgravia, we conduct termly supervision meetings as part of our commitment to maintaining high standards in Early Years education. Effective supervision provides support, coaching and training for staff, and promotes the best interests of the children in our care. These meetings are designed to foster a culture of mutual support, teamwork and continuous improvement, while also creating a safe space for the confidential discussion of sensitive issues. Supervision provides regular opportunities for staff to raise any concerns, particularly those relating to safeguarding, including matters concerning a child's development, wellbeing or potential child protection issues. These sessions also allow for collaborative problem-solving and coaching to enhance individual performance and effectiveness in the classroom.