

# EHTM EYFS SUPERVISION POLICY

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## Pupils' Arrival and Departure

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EYFS pupils may arrive at school from 8.25am in the Pre-Prep and Girls' schools and 8.35am in the Nursery. They must be delivered by parents or carers into the care of staff. They are expected to go home after lessons finish, unless they are staying late for a club or activity. Lessons finish at 3.30 pm in the Pre-Prep and Girls' schools and either 12.05pm 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 3.30pm, 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 Head/Deputy Head each term.

The main duty times are:

- Break duty
- Lunch-time duty
- Late Room duty (3.45pm – 4.00pm)

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

Arrangements are made to ensure pupils are supervised during clubs, or other events that bring small groups into school out of hours. Members of the PE Department supervise pupils on both home and away matches.

## Registration

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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. We aim to call as close to 9 am as possible.

## Supervision During Breaktimes

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During the EYFS morning and afternoon breaks there will be enough staff on duty to satisfy the required ratios.

Pupils are not allowed inside at break time unless with a member of staff. If it is 'wet break', pupils must be in their classrooms and duty staff will supervise.

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 Mealtimes

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At lunch time, there are 2 teachers and the kitchen staff in the main dining room for the EYFS pupils in the Pre-Prep and Girls' school. The EYFS nursery pupils eat within the nursery and ratios are maintained as those required.

Teachers monitor what children are eating and feedback any concerns during staff meetings to Head of Nursery, and at the end of the day to parents or carers. Behaviour and table manners are also monitored.

## Medical Support

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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. A qualified Paediatric first aider is on duty whenever our EYFS children are in school. All teaching staff in the EYFS hold an up to date Paediatric first aid certificate. First aid boxes are provided throughout the building and their locations are clearly marked on the plans in every room. The office staff regularly check and replenish the first aid boxes.

## Supervision Whilst Travelling To And From School

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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 driver and they must wear seatbelts at all times. Pupils are not supervised by a member of staff when travelling on the school buses; but are expected to behave responsibly. EYFS pupils travelling on the Coach have a school staff member onboard to supervise the children. Any complaints regarding poor behaviour are immediately investigated and appropriately dealt with to ensure there are no further incidents. A designated person is on duty to supervise when the school buses arrive and depart.

## Supervision During Educational Visits

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The arrangements for the supervision of pupils, including EYFS, during educational visits and trips out of school are described in our “School Trips” policy.

## Unsupervised Access By Pupils

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We ensure that pupils, including those in the EYFS, do not have unsupervised access to potentially dangerous areas, for example the science laboratories. Doors to these areas are kept locked at all times when not in use. All flammables and laboratory chemicals are kept securely locked in appropriate storage facilities.

Pupils do not have access to the Maintenance, Catering and Caretaking areas of the school. These areas are clearly labelled.

## EYFS Pupils

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

## Staff Induction

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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.