



## **PRE-PREPARATORY DEPARTMENT**

### **EYFS Supervision Policy**

*School Mission Statement:*

**“Learning and growing in  
*the light of the gospel*”**

#### **WITHIN THE POLICY:**

- Morning Care
- EYFS Classrooms
- Morning Play
- Lunch
- Afternoon Play
- Afterschool Care
- Review

## **EYFS Supervision Policy**

In the Pre-Prep Department, the safety of the children is paramount and the children are supervised at all times, both inside and outside of the building. The staff are able to keep the children under close observation at all times, and always within sight and sound.

### **Morning Care 8.00 – 8.30am**

This is staffed by a Teacher or a Nursery Nurse. It takes place in the Pre Prep playground or the morning care classroom.

### **Morning Care 8.30 – 8.50am**

This is staffed by 2 members of staff, on a rota system, to allow the children to be welcomed appropriately and effective communication to take place between Pre-Prep staff and parents.

### **EYFS Classrooms 8.50 – 10am**

The children work in age appropriate rooms with a key practitioner. They are observed at all times, by the EYFS staff. The correct ratios are adhered to.

### **Morning Play 10– 10.30am**

The children are supervised at play in the Pre Prep playground by 2 members of staff. A third member of staff (based inside) is on hand to deal with any First Aid emergencies (Paediatric First Aiders). The Pre Prep gate has a coded lock to ensure the children's safety. A paediatric first aider is on the premises at all times.

### **Lunch 12 noon – 1pm**

This is staffed by the dining supervisors and a teacher or Nursery Nurse. The children are appropriately supervised in the refectory. Staff are at hand to help the children make healthy choices at lunchtime. The children are supervised in the playground after lunch by 2 dining supervisors and a staff member joins them at 12:20pm.

### **EYFS Classrooms 1pm – 2.15pm**

The children work in age appropriate classrooms with their key practitioner. They are observed at all times, by the staff and the correct ratios are adhered to.

### **Afternoon Play 2.15 – 2.30pm**

The children are supervised at play in the Pre Prep playground, by 2 members of staff. All members of staff remain in the Nursery building and are at hand if an accident or incident should occur and a Paediatric First Aider is based inside. The Nursery gate has a coded lock to ensure the children's safety.

### **EYFS Classroom 2.30 – 3.30pm**

The children work in age appropriate classrooms with their key practitioner. They are observed at all times, by the staff and the correct ratios are adhered to.

### **After School Play 3.30 - 4pm**

This is staffed by three members of staff between 3:30-3:45pm and by two members of staff from 3:45-4pm. A Paediatric First Aider remains in the department.

**Afterschool Care 4.00 -.6.00pm**

This is staffed by a team of After School Staff, on a rota system, each evening. There is a qualified paediatric first aider on the premises should an accident occur. After School care takes place in the Nursery playground and the morning care/aftercare classroom. There are coded locks on the doors to ensure the children's safety.

**Review**

This policy was last reviewed by N Dexter and P Fisher, August 2016.