



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

Supervision Policy

EYFS (Cygnet)

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.

EYFS Classroom 8.00 – 10am

This is staffed by the Cygnet Keyworkers in the two Cygnet classrooms. This is staffed by 2 members of staff, on a ratio of 1:8 when numbers exceed this a third member of staff will join them.

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.

EYFS Classroom 10.30-12.00pm

This is staffed by the Cygnet Keyworkers in the two Cygnet classrooms. This is staffed by 2 members of staff, on a ratio of 1:8 when numbers exceed this a third member of staff will join them.

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 – 6.00pm

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. The children are signed out by whoever is collecting them with their Keyworker and the time of leaving recorded.

(Tea time 3.45- 4.00pm

Tea is served in the classroom and the Keyworkers ensure the tea is brought across by the Tiffin staff.)

EYFS (Swans)

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, August 2017.