



The Peterborough School Supervision of EYFS Pupils Policy

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Review Date:	January 2024
Reviewed by:	Head of Preparatory
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Supervision of Children in the Early Years Foundation Stage (EYFS)

Staffing arrangements always meet the needs of all children to ensure their safety. Children are always adequately supervised, including whilst eating. Parents are informed about staff deployment, and, when relevant and practical, are involved in these decisions. Children must usually be within sight and hearing of staff and always within sight or hearing. Whilst eating, children are always within sight and hearing of a member of staff.

Supervision of Reception EYFS children

Registration and Timetabled Activities <i>Ratio 1:15</i>	Teacher (<i>with Qualified Teacher Status</i>) plus Teaching Assistant (<i>with a relevant Level qualification</i>)
Break and Lunchtime <i>Ratio 1:13</i>	Directly supervised by Teaching Assistants (<i>Minimum Level 3 Qualification</i>) Overall supervision by Teacher(s) on duty (<i>Qualified Teaching Status</i>)
Pre-care and After-care <i>Ratio 1:8</i>	Teaching Assistants (<i>with a minimum Level 3 Qualification</i>). Teacher (<i>with Qualified Teacher Status</i>) on call.

Children are always fully supervised except occasionally when, for example, they go to the toilet, take messages/register to other classrooms/office.

Supervision of Nursery EYFS children

The Manager holds a Level 3 approved qualification and has over twenty years' experience working in childcare.

There are two named Deputies that are capable and qualified to take charge in the Manager's absence. One of the Deputy Managers is qualified to degree level in Childcare and the other Deputy Manager is level 5 Childcare.

One practitioner is QTS qualified. One practitioner is qualified to degree level in Childcare. Nine practitioners are level three qualified in an approved Childcare qualification. One practitioner is level two qualified, three practitioners are unqualified and there is one apprentice.

Staff weekly and daily rotas are compiled weekly by the Deputy Manager. The Manager is supernumerary so that she is available to assist with maintenance of ratios during break and lunch times as required. The two Deputy Managers spend 50% of their hours in ratio and 50% supernumerary. They will support with ratios when necessary.

The following ratios are maintained at all times:



Little Acorns and Acorns

Ratio 1:3

- At least one member of staff holds an approved level 3 qualification, and is suitably experienced in working with children under two
- At least half of all other staff hold an approved level 2 qualification
- At least half of all staff have received training that specifically addresses the care of babies.
- The Room Leader has suitable experience of working with under twos

Little Oaks

Ratio 1:4 or 1:5

- At least one member of staff holds an approved level 3 qualification
- At least half of all other staff hold an approved level 2 qualification

Oaks

Ratio 1:8 (or higher with QTS if required and appropriate)

- At least one member of staff holds an approved level 3 qualification
- At least half of all other staff hold an approved level 2 qualification

Supervision of EYFS Children on Education Visits

Children must be kept safe while on outings. The risks and hazards which may arise for the children are assessed and the steps to be taken to remove, minimise and manage these risk and hazards are identified. The assessment must include consideration to adult to child ratios. Vehicles in which children are being transported, and the driver of those vehicles, must be fully insured.

Staffing ratios for educational visits will vary depending on the activity, age, group, location and the efficient use of resources. Ratios must always meet the Statutory Framework for the Early Years Foundation Stage but in practice on educational visits may exceed this. However, a general guide for visits to local historical sites and museums or for local walks, in normal circumstances, might be:

- Little Acorns and Acorns Ratio 1:2
- Little Oaks 1:3
- Oaks 1:4
- Reception: 1:6

Group leaders will assess the risks and consider an appropriate safe supervision level for their particular group. In addition to the teacher in charge there should be enough supervisors to cope effectively with an emergency. At least one member of staff will be Paediatric First Aid trained.