

## **Forres Sandle Manor (EYFS) Policy**

Policy Title	Supervision
Policy Lead (Appointment (& Initials))	Head of Pre-Prep (TS)
Date of Last Review	September 2024
Date of Next Review	September 2025

### **PRE-PREP and NURSERY SUPERVISION**

#### *General Welfare Requirements:*

The provider must take the necessary steps to safeguard and promote the welfare of children.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 keeping Safe 1:4 Health and well being	2.1 Respecting each other 2.3 Supporting learning	3:3 The learning environment 3.4 The wider context	4.4 Personal, social and emotional development

### **Policy Statement**

This policy should be read in conjunction with Safeguarding and Child Protection Policy, our Trips and Outings Policy and our Uncollected Child Policy. We work with children and parents to ensure the rights and safety of the children in our care and to give them the very best start in life.

The safety of our children is paramount and staff throughout the Foundation Stage and Key Stage One have a fundamental awareness of the necessity to be vigilant in every aspect of their care of the children and to keep them safe at all times when the stipulation is that they should always be within 'sight or sound' of the adult or adults who has responsibility for them. In addition to formal morning and afternoon registration, staff will routinely head count the children when moving between buildings, for example to assembly, Dance, sports lessons etc.

- When going outside the Pre-Prep building into the school grounds for a period of time, for example to Forest School or for a lesson, members of staff will take the playground register with them and the Pre-Prep mobile phone.
- At the end of playtime a register is taken before the children are sent into the building.
- Children are explicitly taught that they must not leave their classroom or supervision of an adult without asking permission.

- At the end of the school day children are handed over to their parents or the person designated by the parent to collect the child or to the school if the child is a boarder. If this occurs after Activities/Wraparound Care the child is signed for on collection.
- The Nursery operates an adult child ratio of 1:8 for those children who are rising three and above. Two year olds have a ratio of 1:4. Children are within sight/sound of an adult at all times. Pre-Prep classes in KS1 and above are taught by a fully qualified teacher and a Teaching Assistant who either has or is working towards a qualification of NVQ level 3 or higher.
- The main Pre-Prep building is secured by key-pads on the used external doors. All doors, except for those enabling access to the EYFS outdoor classroom or the playground are shut during curriculum time. Gates into the playground and outdoor classroom are secured.

## **The Nursery**

The Nursery day runs from 7.30am – 6.00pm to accommodate the needs of working parents. Throughout this time the ratios are maintained appropriately with a maximum of 1:4 for two year olds and 1:8 for rising threes. Breakfast and supper are offered at appropriate times for those Nursery children who are in Nursery at these times. Lunch and snacks are provided throughout the school day.

## **Before School**

Parents or carers accompany the children from the car-park into the Pre-Prep building. From 7.30 – 8.00 am a Breakfast Club is in Operation. From 8-8:25 am children are left by their parents in before school club where they are supervised until going to their class room and the care of their key worker/teacher. From 8:25am children are taken directly to their class-rooms by their parent or carer where they are welcomed by their key worker/ teacher.

## **Supervision during Lunch-time and Break-times**

There is a ratio of 1:8 in the Dining hall where the children sit at tables accompanied by a member of staff. Children do not return to the Pre-Prep during the meal time. There is a rota to cover the playground during playtimes with appropriate ratios for the number of children. During wet play-times the children assemble in the Nursery or in their own individual classrooms.

## **After School Activities and Wraparound Care**

Children shake hands with their teacher and are handed over to their parent or carer or named designated person. (During the COVID-19 Pandemic, children do not shake hands with their teachers.) Children who are going to the boarding house are released into the care of the care of the school.

Should a child in the EYFS or KS1 be going to Stay and Play or Activities they will be collected by the teacher or teaching assistant or outside agency who is running this. When all the children are assembled a register is taken to ensure that those booked into the

activity are present. The ratio at Stay and Play/Activities is 1:8 if EYFS children are present and unless the person in charge is a qualified teacher and the and parents are requested to book their children in so that this ratio may be maintained.

Following Activities/Tea club at 4.30 pm, some children may go on to Wraparound Care. These children are registered and handed over to the member of staff responsible. They will be taken to Supper in the Main School Building and from there to the Boarder's common room, from where they will be collected by their parents or carers.

### **Supervision of Staff**

**Please see separate Policy – Supervision of EYFS Staff**