



SUPERVISION POLICY -EYFS

Whole School	Website
Statutory?	Yes
Responsible:	MR, CF & LM
Reviewed:	February 2020
Next Review:	February 2022

Fairstead House

SUPERVISION POLICY

Including the Non-collection of Children and Arrival and Departure Procedures For Early Years

INTRODUCTION

The safe arrival and departure of the pupils at Fairstead House School & Nursery and the supervision of children throughout the day is a priority to all members of the school community. As a school we strive to make school a safe and secure place to be.

AIM

The aim of this policy is to ensure that all staff are aware of the procedures for the supervision of and safe arrival and departure of pupils.

PROCEDURES

Nursery Management have keys and a security tab to let themselves into the school building. The Nursery building is code-locked and alarmed and can be opened by all Nursery staff. The first Nursery staff are present on site between 7 and 7:15am and the first children are on site from 7:30am.

ARRIVAL OF PUPILS:

All parents may bring their cars into the school car park. As part of the school's commitment to sustainability, parents are encouraged to walk with their children to school, cycle or share lifts. Many parents do park elsewhere and then walk their children to school entering through the gate nearest to the Severals and using the Walking Path.

Those arriving by car during the busiest drop off and collection times are shown where to park by the Head and Deputy Head, who take older children from cars in the 'through lane' and escort them into the playground. A number of parents drop their children off and then exit the school grounds.

SUPERVISION:

The Nursery follows the Statutory Requirements for the EYFS with regard to child supervision:

Staffing arrangements must meet the needs of all children and ensure their safety. Nursery Management must ensure that children are adequately supervised and decide how to deploy staff to ensure children's needs are met. The Nursery must inform parents and/or carers about staff deployment, and, when relevant and practical, aim to involve them in these decisions. Children must usually be within sight and hearing of staff and always within sight or hearing.

Only those aged 17 or over may be included in ratios (and staff under 17 should be supervised at all times). Students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios if Management are satisfied that they are competent and responsible.

The ratio and qualification requirements below apply to the total number of staff available to work directly with children. Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made.

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For children aged under two:

- there must be at least one member of staff for every three children
- at least one member of staff must hold a full and relevant level 3 qualification, and must be suitably experienced in working with children under two
- at least half of all other staff must hold a full and relevant level 2 qualification
- at least half of all staff must have received training that specifically addresses the care of babies
- the member of staff in charge of an under two-year-olds' room must, in the judgement of the provider, have suitable experience of working with under twos

For children aged two:

- there must be at least one member of staff for every four children
- at least one member of staff must hold a full and relevant level 3 qualification
- at least half of all other staff must hold a full and relevant level 2 qualification

For children aged three and over in independent schools, where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, an instructor, or another suitably qualified overseas trained teacher, is working directly with the children:

- there must be at least one member of staff for every 13 children
- at least one other member of staff must hold a full and relevant level 3 qualification

For children aged three and over in independent school, where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, no instructor, and no suitably qualified overseas trained teacher, working directly with the children:

- there must be at least one member of staff for every eight children
- at least one member of staff must hold a full and relevant level 3 qualification
- at least half of all other staff must hold a full and relevant level 2 qualification

The following guidelines apply for all staff:

Beginning and End of the Day

Children are brought to and collected from their Nursery classroom directly. Parents arriving before 7:30 must wait outside the Nursery door.

Arrival and Registration

The time of children's arrival in and departure from the Nursery is recorded in the register. In the case of absence from school, the parent should ring to confirm that the child will not be attending that day. The office will let the Nursery room know of the absence and this will be recorded appropriately in the Register. If a child is absent by the time that they would usually be in attendance, and there has been no notification of that absence, then the room staff must notify the Nursery office so that a check can be made as to the reason for that absence. The school will always contact the parent if a child fails to arrive without an explanation.

Outdoors:

Nursery staff supervise the Nursery children according to the ratio requirements above. When the rest of the school are outdoors, Nursery children will remain in their separate play area.

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Staff must make sure all of the gates are closed at all times and that children do not enter the area between the Reception classroom and the ICT room.

When Nursery children use the wider school grounds, they are closely supervised and limited to a contained space, such as the bark area.

If the child is not collected:

If a child is not collected at the end of their session, the room staff or Management will make contact with either the parent or other designated adults. Two members of staff will always stay with a child who is left at Nursery after 6pm. At this point the procedure for an uncollected child will be followed, including contacting the police if necessary.

STAFF INDUCTION

All new members of staff receive a thorough induction into the school's expectations of the appropriate levels of pupil supervision. Staff receive training in Safeguarding, Staff Code of Conduct, Prevent, Health & Safety and fire safety.