



*Supervision of Pupils'
Policy
Arrangement for EYFS*



2023-2024

Approved by: Headteacher

Date: August 2023

*Last reviewed
on: August 2023*

*Next review
due by: September 2024*

SUPERVISION OF PUPIL POLICY

This policy applies to all school community members, including those in the EYFS setting. The policy should be read in conjunction with the policy documents for First Aid, Risk Assessment, and Educational Visits.

The underlying principle is to ensure pupils are safe and appropriately supervised in and during school activities, including educational visits. It is paramount that the school maintains vigilance over pupils at all times and the staff are fully aware that procedures must be followed to ensure this. There is particular emphasis on maintaining staff ratios for supervision within government guidelines, and appropriate staff duty rotas are in place, demonstrating that staff supervision levels are satisfactory in numbers and staff competence.

Areas to cover:

1. Playtime/Lunchtime

At all times, there are two playground supervisors. There are three playground supervisors, but at times one supervisor might be in school attending a child, for example, administering a child who has sustained an injury through a fall in the playground.

The head, or deputy head, will always be immediately available at these times.

2. Offsite Games

There are always two members of staff accompanying groups of children to the playing fields/ leisure centre.

All members of staff carry mobile phones in the event of an emergency.

3. Educational Visits and Trips

Refer to the specific policy on "Educational Visits". The recommended staff ratio of 1:8 is particularly important for children 5-7 years of age.

4. Leaving School

Reception and Year 1 pupils will be 'handed over' to parent/guardian by their respective teachers.

A senior member of staff, usually the head or deputy head, will stay at the school gate, ensuring that all the pupils leave safely. At 3.40 pm, pupils not picked up

will be brought back into the school and supervised until parent/guardian arrives. If a parent/guardian is unusually late, they will be contacted by phone.

5. EYFS

The supervision ratios for EYFS are adhered to. The reception class of 26 children always has a reception teacher and a teaching assistant.

Security

Once the children have entered the school and parents depart in the morning, the one school gate will be closed and can only be opened electronically.

CCTV covers all the playground areas and entrances.

There is an ongoing site security check by the site manager, ensuring particularly all railings and fences are in good order.