

EYFS SUPERVISION POLICY

Version	1	2	3	4	
Policy reviewed on	September 2019	September 2021	September 2023	May 2025	
Policy written by	Mrs Boulton	Mrs Boulton	Mrs Boulton	Mrs Boulton	
Policy seen by governors	Mrs Wilcox (COG)	Mrs Wilcox (COG)	Board Meeting – 20/09/23	Governor Hub – May 2025	
Date of next review	September 2021	September 2023	September 2025	September 2025	

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

Introduction

The health, safety and welfare of all the children in our school are of fundamental importance. We aim to provide a safe and secure environment for everyone. EYFS children will be under direct adult supervision at all times. EYFS adult to child ratios will be adhered to. Children are always within sight or hearing of staff.

Branwood aims to provide appropriate, responsive and flexible services for all the pupils in our care. We can only do this if our staff:

- Understand what is expected of them
- Have the skills, knowledge, behaviours, values and attitudes necessary to carry out their role
- Are fully supported in their work and managed effectively.

Supervision is one of the ways that this can be achieved.

Supervision will always keep a focus on the best interests of the pupils and promote their safety and well-being.

Key Person

In KG1 and KG2, the Key Person for each child is the class teacher. Staff who work in Early Years know the children well and will have conversations with the class teacher about those children to ensure that each child's care is tailored to meet with their individual needs.

Functions of supervision

The five main functions of supervision are:

1. Management (Competent accountable performance/wellbeing)
2. Learning and Development (Continuing professional development/EYFS)
3. Support (Health and wellbeing)
4. Mediation (Engaging the individual with the school)
5. Safeguarding (suitability /awareness)

These five functions are interdependent, and one function cannot be effectively performed without the others.

Most staff at Branwood are first aid trained and eight are paediatric first aid trained.

Responsibility during the school day

• Morning club

KG1 and KG2 children arrive at school from 8am and go straight to their classroom. A teacher and TA will supervise them until 8.30 when school starts. A daily register is kept, where children are signed in.

• Registration

At 8.30 tidy up and sit down on the carpet. Registration takes place between 8.35 and 8.40. The school office keeps emergency contact telephone numbers. Parents/carers are asked to contact the school office as soon as possible to report an absence.

Afternoon registration takes place at 1pm once the children return from lunch.

• Site Safety

Parents use the playground to park their cars to drop off or pick up their children. The gates of the school are opened at 7:45am and then locked at 8:35am. The front door is always locked, and visitors ring a bell so that the door is answered by a member of staff, usually the bursar or office staff. There is no other access to the school during the hours of 8:35am to 2:45pm.

Children are not allowed off site during school hours unless parents/carers notify the Office. Parents/carers sign their children in and out of school if they arrive or leave after the gates have been locked.

- **Visitors**

All visitors to the school must sign in at the office and be given a Visitor's Lanyard. It is the responsibility of the Headteacher to explain to new teachers their supervisory responsibilities.

- **In the classrooms**

- **KG1**

There are three members of staff. One teacher and two teaching assistants.

- **KG2**

There are two members of staff. One teacher and one teaching assistant.

- **Music lessons, PE lessons and Spanish lessons**

There is one teacher and one teaching assistant for both KG1 and KG2.

- **Playtime**

- **KG1**

Playtime starts at 10.40 and finishes at 11. Two members of staff, one teacher and one teaching assistant take the children to the KG1 playground and supervise them during this time.

- **KG2**

Playtime starts at 10:40 and finishes at 11. KG2 children are part of the main playground with the rest of the school but their area is coned off. Two members of staff will be in the playground at this time and one other who has responsibility of first aid.

- **Wet play**

- **KG1**

A teacher and teaching assistant will supervise the children in their classroom.

- **KG2**

A teacher and teaching assistant will supervise the children in their classroom.

- **Lunchtime, 12-1pm**

- **KG1**

The children are taken to the dining room by two members of staff. Their food is served at the table. There is a designated lunch time assistant for each class, totalling four members of staff in the dining room. Once the children have finished their lunch, two lunch time supervisors take the children to the KG1 playground where they are supervised.

- **KG2**

The children are taken to the dining room by a teacher and teaching assistant. They then line up to collect their food and take it to the table. There is a designated lunch time assistant for each class, totalling four members of staff in the dining room plus one other supervisor. Once the children have finished their lunch, the children go to the KG1 playground where they are supervised.

The KG1 and KG2 children are supervised by three members of staff.

- **After School**

KG1 and KG2 children are picked up by their designated carer from KG1's front door and KG2's patio. No child is permitted to leave the site with an adult other than their designated carers, unless informed by parents. Parents are asked to complete a form at the start of the year giving a list of

people who can pick up their child along with a password. An unauthorised adult will not be allowed to collect the child; Parents must ensure the school have been notified of any unauthorised adult collecting their child and will be required to provide either a password or authorising email/phone call if another parent is collecting.

KG1 and KG2 Children attending after school care will be escorted to the hall and handed over to ASC staff.

- **After school care (Beehive)**

The ASC ratio for KG1 and KG2 is 1:8. No more than 16 EYFS children are allowed to attend ASC each evening. When one member of staff leaves at 5pm and there are more than 8 children, then a member of SLT will supervise alongside the ASC staff. There are three members of ASC staff until 5pm, and after 5pm there are two.

- **Trips and visits**

KG1 ratio on trips and visits is 1:2

KG2 ratio on trips and visits is 1:4

Each trip or visit is risk assessed, see risk assessment policy.