



## ***Supervision of pupils (including EYFS):***

*(In Staff Handbook)*

This needs to be read in conjunction with:

- *Anti bullying policy*
- *Health & Safety & School Visits policy*
- *Failure to collect / missing child policy (EYFS)*
- *Outdoor play (EYFS)*
- *Child protection policy*
- *Behaviour policy*
- *First Aid Policy*
- *Disability policy*

Children are supervised during lesson times and during break times. Members of staff are to be vigilant and adhere to the relevant policies should anything of concern come to their attention. The buildings of number 20, 22, and 24 are secure and there is always a member of staff on duty when they are open.

### **EYFS**

In the EYFS, children are always supervised by two adults at all times except when individual children need toileting then an adult will accompany them to the lavatory and tell another member of staff what they are doing. This adult does not go in to the toilet unless a child needs personal care and the adult has asked if they can help. At the start and end of day, one adult will always be at the door and another adult with the children. The EYFS areas have open doors and open plan and the adults move around freely to assist the children but there is always one adult to each area. While we foster independence, the children are in view and we can hear them at all times. The safety of children is paramount and Risk Assessments have been carried out on all school building and areas.

### **School Visits:**

- For school visits, staff must adhere to the supervision ratios, taking into account the sex, age and ability of children, nature of activities, experience of adults in off-site supervision and their competence, duration and nature of the journey, type of accommodation, requirements of the organisation being visited, competence and behaviour of the children and first aid cover.

The child adult ratio should be:

3 - 4 year olds	-	1 adult per 4 children
4 - 6 year olds	-	1 adult per 4 children

6 - 8 year olds	-	1 adult per 5 children
8 - 11 year olds	-	2 adults up to 20 children, followed by a ratio of 1 adult per 10 children

- It may be appropriate for older children to have some remote supervision time, in such cases the parents must have agreed in writing to their child spending time without direct supervision.

**RISK ASSESSMENTS ARE TO BE COMPLETED AND HANDED TO THE HEAD FOR APPROVAL  
FOR ALL VISITS**