



The Peterborough School Supervision of EYFS Pupils Policy

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| Policy Reference: | 14c Supervision of EYFS Pupils |
| Review Date: | September 2025 |
| Reviewed by: | Head of Preparatory |
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Supervision of Children in the Early Years Foundation Stage (EYFS)

Staffing arrangements always meet the needs of all children to ensure their safety. Children are always adequately supervised, especially whilst eating. Parents are informed about staff deployment, and, when relevant and practical, are involved in these decisions. Children are usually within sight and hearing of staff and always within sight or hearing. Whilst children are eating, there is always a member of staff in the room with a valid full course paediatric first aid certificate.

Supervision of Reception EYFS children

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| Registration and Timetabled Activities Ratio 1:20 | Teacher (<i>with Qualified Teacher Status</i>) plus Teaching Assistant (<i>with a relevant Level qualification</i>) |
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| Break and Lunchtime Ratio 1:20 | Directly supervised by Teaching Assistants (<i>Minimum Level 3 Qualification</i>) |
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Overall supervision by Teacher(s) on duty
(*Qualified Teaching Status*)

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| Pre-care and After-care Ratio 1:8 | Teaching Assistants (<i>with a minimum Level 3 Qualification</i>). Teacher (<i>with Qualified Teacher Status</i>) on call. |
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Children are always fully supervised except occasionally when, for example, they go to the toilet, take messages/register to other classrooms/office.

Supervision of Nursery EYFS children

The Manager holds a Level 3 approved qualification and has over twenty years' experience working in childcare.

There are two named Deputies that are capable and qualified to take charge in the Manager's absence. One of the Deputy Managers is qualified to degree level in Childcare and the other Deputy Manager is level 5 Childcare.

One practitioner is QTS qualified. One practitioner is qualified to degree level in Childcare. 13 practitioners are level 3 qualified, two are level 2 in an approved Childcare qualification. Four practitioners are unqualified and there is one apprentice.

Staff weekly and daily rotas are compiled weekly by the Deputy Manager. The Manager is supernumerary so that they are available to assist with maintenance of ratios during break and lunch times as required. The two Deputy Managers spend 50% of their hours in ratio and 50% supernumerary. They will support with ratios when necessary.



The following ratios are maintained at all times:

Little Acorns and Acorns

Ratio 1:3

- At least one member of staff holds an approved level 3 qualification, and is suitably experienced in working with children under two
- At least half of all other staff hold an approved level 2 qualification or above
- At least half of all staff have received training that specifically addresses the care of babies.
- The Room Leader has suitable experience of working with under twos

Little Oaks

Ratio 1:4 or 1:5

- At least one member of staff holds an approved level 3 qualification
- At least half of all other staff hold an approved level 2 qualification or above

Oaks

Ratio 1:8 (or higher with QTS if required and appropriate)

- At least one member of staff holds an approved level 3 qualification
- At least half of all other staff hold an approved level 2 qualification or above

Supervision of EYFS Children whilst eating

Whilst children are eating there will always be a member of staff in the room with a valid full course paediatric first aid certificate. At each mealtime and snack time, there is a designated member of staff who is responsible for checking that the food being provided meets all the requirements for each child. Where appropriate, allergy action plans will be in place for managing any known allergies and intolerances. Food will be prepared in a suitable way for each child's individual developmental needs.

Babies and young children will be seated safely in a highchair or appropriately sized low chair while eating. Children will always be within sight and hearing of a member of staff whilst eating. Choking can be completely silent, therefore, it is important for staff to be alert to when a child may be starting to choke. Staff will sit facing children whilst they eat, so they can make sure children are eating in a way to prevent choking and so they can prevent food sharing and be aware of any unexpected allergic reactions. If a child experiences a choking incident that requires intervention, details of where and how the child choked will be recorded and parents will be made aware.

Supervision of EYFS Children whilst asleep

Sleeping children are frequently checked to ensure that they are safe. Being safe includes ensuring that cots and bedding are in good condition and suited to the age of the child, and that babies are placed down to sleep safely in line with the latest government safety guidance.



Supervision of EYFS children regarding toilets and intimate hygiene

When changing nappies and toileting, children's privacy is considered and balanced with safeguarding and support needs.

Supervision of EYFS Children on Education Visits

Children must be kept safe while on outings. The risks and hazards which may arise for the children are assessed and the steps to be taken to remove, minimise and manage these risk and hazards are identified. The assessment must include consideration to adult to child ratios and if the children will be eating. Vehicles in which children are being transported, and the driver of those vehicles, must be fully insured.

Staffing ratios for educational visits will vary depending on the activity, age, group, location and the efficient use of resources. Ratios will always meet the Statutory Framework for the Early Years Foundation Stage but in practice on educational visits may exceed this. However, a general guide for local visits, in normal circumstances, might be:

- Little Acorns and Acorns Ratio 1:2
- Little Oaks 1:3
- Oaks 1:4
- Reception: 1:6

Group leaders will assess the risks and consider an appropriate safe supervision level for their particular group, especially considering eating arrangements. In addition to the teacher or person in charge, there should be enough supervisors to cope effectively with an emergency. There will always be member of staff who is Paediatric (full course) First Aid trained.