



UT VOCE ITA VITA

EXETER CATHEDRAL SCHOOL

Nursery | Pre-Prep | Prep

EYFS Supervision Policy

Last reviewed: May 2024

Next review: May 2025

Reviewed by: Heidi Lawford, Head of Pre-Prep

Governor oversight: Pastoral

This policy has been written with regard to the DfE Guidance, as referenced in the Early Years Foundation Stage Statutory Framework for group and school-based providers (effective January 2024).

Related Policies

Supervision Policy

Missing Child Procedure

Safeguarding Policy

Access to School Buildings

We work within the requirements of the EYFS Statutory Framework as set out below.

Children aged three and over

In Reception classes, where the majority of pupils will reach the age of five or older within the school year, the staffing ratio is 1:30 (as in maintained schools) provided that a person with Qualified Teacher Status, Early Years Professional Status or another approved level 6 qualification is working directly with children. Such a person may be an overseas qualified teacher or an 'instructor' (someone with the necessary qualifications or experience or both, where the governors/proprietor are satisfied with the qualifications or experience). In such Reception classes, there is no requirement, as previously proposed, for at least one other member of staff to hold an approved level 3 qualification.

In other EYFS classes for children of three and over, with a person with Qualified Teacher Status (or other suitable person as defined above), the staffing:pupil ratio must be 1:13, and at least one other member of staff is required to hold a full and relevant level 3 qualification.

In EYFS classes for children of three and over, without a person with Qualified Teacher Status (or other suitable person as defined above), the staffing:pupil ratio must be 1:8. At least one member of staff must hold a full and relevant level 3 qualification and at least half of all other staff must hold an approved level 2 qualifications.

Statement

At Exeter Cathedral School children are supervised at all times from the moment they are handed over to the teachers in the morning to the moment they are handed back to their parent/carers at the end of the school day.

Arrival at School

On arrival at School in the morning the children are greeted and welcomed at the Hall House gate by the Head of Pre-Prep/the Head of Nursery/a Pre-Prep Class Teacher and/or the Pre-Prep Administrator whereupon they are handed over to the care of the School.

The Nursery is staffed by at least one qualified teacher and one other member of staff who is either a qualified teacher or a Teaching Assistant with a Level 3 qualification. Reception classes are staffed by a qualified teacher and a full-time, year-group teaching assistant with a minimum of a Level 3 qualification.

A number of the EYFS team hold a paediatric first aid certificate; a current list of names is displayed in the Nursery and in the Hall House staff room.

Early Club

This is staffed by the Early Club Co-ordinator in the Chantry, with the assistance, as necessary, of a Gap Student. All pupils remain in Early Club until 08h00 when Pre-Prep pupils, including EYFS, are chaperoned across the Cathedral Green to the Pre-Prep in accordance with the ratios laid out in the EYFS Statutory Framework.

Registration

Registration takes place at 08h50 in the Pre-Prep and again at the start of the afternoon session. Parents are responsible for notifying the School Office if their child is absent for any reason. The School Office staff will always contact the parent if a child fails to arrive for registration without an explanation. Pupils who are late for registration are asked to register in person in the School Office.

Pupils self-register by, for example, putting a named pebble in a basket or a tag on a wall to show they have entered the class. The teacher will then take a register. Ratios laid out in the EYFS Statutory Framework as above are adhered to.

Absences from lessons and activities

All teaching staff and staff leading activities, including visiting staff and visiting music teachers, are responsible for accounting for all pupils assigned to them via group lists/club lists/music timetables etc. Class lists and club lists are maintained on Engage.

Missing Child Procedure

This procedure is outlined in the school's Missing Child Procedure.

Throughout the school day

In accordance with the EYFS Statutory Framework, pupils in the EYFS 'will usually be within sight of staff and always within sight or hearing', including when accessing outdoor learning spaces. Within the Nursery and the main Pre-Prep building (Hall House), pupils in the EYFS are free to move around without supervision, for example to go the toilet, library, communal areas or to take a message to another class.

Break times

Both areas of the playground, the front playground and the woodland garden, are well supervised during break times and lunch times according to the EYFS Statutory Framework. A risk assessment is carried out and the play areas and equipment are checked at the start of each day. Duty staff circulate around the play areas, actively engaging with the children and encouraging positive play behaviours. Duty expectations are displayed in the Hall House Staff Room

Lunch times

Lunch for pupils in the Nursery, Reception and Year 1 takes place in the Nursery and is supervised according to the EYFS Statutory Framework. Whilst eating, pupils are always within sight and hearing of a member of staff.

After School Clubs

Pupils in Reception may attend after school clubs. The member of staff in charge of clubs coordinates a list of pupils in each club, ensuring appropriate ratios according to the EYFS Statutory Framework. The

list is held on Engage. At the end of the school day, there is a staff rota to supervise pupils having a snack and story before the pupils are collected from the Hall House library by the member of staff running the club. The member of staff running the club is responsible for the effective supervision of the pupils throughout the duration of the club including escorting pupils to be collected by their parents/carer or taken to After School Care.

All clubs take place in Hall House with the exception of Judo Club which takes place in the Chantry. After school care staff supervise the pupils changing out of school uniform into judo kit and the pupils are chaperoned across the Cathedral Green to the Chantry; ratios remain well within the requirements of the EYFS statutory framework. The external judo coach has completed safer recruitment checks with the Director of Finance, and signs in and out of the school office.

After School Care

EYFS pupils who are booked into After School Care (ASC) will be escorted to the Nursery by a Class Teacher or Teaching Assistant, where they will be handed over to and registered by the ASC team. At 17h00, ASC for Pre-Prep moves from the Nursery to the Chantry and pupils are escorted across the Cathedral Green. At all times, ratios are maintained according to the EYFS Statutory Framework. The pupils are signed out at the end of the session and handed to their parent/carer.

Collection of Pupils

Early collection

Pupils in the Pre-Prep are collected from the Pre-Prep Reception and pupils in the Nursery are collected from the Nursery.

At the end of the school day

At the end of the school day, pupils are handed over one-by-one to their parent/carer and a register is taken. The parent/carer then takes over supervisory responsibility whilst they remain on the school site. All pupils depart via the Hall House Gate at the end of their day; Nursery pupils depart either at 12h15 or at 15h15 if they are not staying for After School Care.

A member of staff is on 'gate duty' to ensure no pupil leaves the school site without their parent/carer. If a pupil is being collected by someone different than their parent, authorisation of this is communicated in advance and in writing by the parent either by email or by completing a form (Appendix 1). Should someone unexpected/unknown arrive to collect a pupil, a phone call will be made to the parent to confirm the identity of the person and to seek permission to release their child to them. We request photo identification from the designated person when the child is collected.

Teachers will never hand over a child to an unknown adult or to an adult that they deem to be unsafe (acting in a violent manner, under the influence of alcohol or other substances). If such a situation were to arise, they would involve the Head of Pre-Prep, the Headmaster or the DSL who would call for another authorised adult to come and collect the child.

Collection after clubs/After School Care

Registers are kept at every session for each club and at After School Care. The School Office has a list of pupils attending clubs. The staff running the After School Club or After School Care duty will sign each child out on the register on collection.

Moving from one site to the other

There are times during the school week when the children cross the Cathedral Green to and from the Chantry, such as when they go for PE, to attend an After School Club or as part of After School Care. Each group is accompanied by sufficient numbers of staff and ratios remain well within the EYFS Statutory Framework guidelines.

Supervision during visits to the Cathedral

On occasions where Nursery and Reception gather in the Cathedral for a Pre-Prep service, supervision is tight and ratios remain well within the EYFS Statutory Framework guidelines.

Staffing arrangements

Parents and guardians are informed of staffing arrangements, including details of Key Workers, prior to the beginning of the academic year or on joining the School.

Appendix 1



EXETER CATHEDRAL SCHOOL

Nursery | Pre-Prep | Prep

Child's name: _____

Class: _____

Date of collection: _____

My child is being collected by: _____

Relationship to child: _____

Parent's signature: _____