



UT VOCE ITA VITA

# EXETER CATHEDRAL SCHOOL

Nursery | Pre-Prep | Prep

## EYFS Supervision Policy

**Last reviewed:** September 2025

**Next review:** May 2026

**Reviewed by:** Heidi Lawford, Head of Pre-Prep

**Governor oversight:** Pastoral

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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 September 2025).

### **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 Early Years Teacher Status is working directly with children. Such a person may be another suitably qualified overseas trained 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 aged 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 aged 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 qualification.

The manager of the setting holds an approved qualification at level 3 or above and at least half of all other staff hold at least an approved level 2 qualification. The School refers to the Department for Education 'Early Years Qualification Requirements and Standards document.

### **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 EYFS, a Pre-Prep Class Teacher, a Pre-Prep Teaching Assistant and/or the Pre-Prep Administrator whereupon they are handed over to the care of the School.

The Nursery is staffed by class teaching assistants with a minimum of a Level 3 qualification. Reception classes are staffed by a qualified teacher and a full-time, class 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 pupils, 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 or making a book vote to show they have entered the class. The teacher/class teaching assistant 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 specialist 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 and hearing 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 to 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. Whilst eating, pupils are always within sight and hearing of a member of staff and pupils are supervised by at least one Paediatric First Aid trained member of staff. 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 and on TEAMs.

### **Lunch times**

Lunch for pupils in the EYFS 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 and pupils are supervised by at least one Paediatric First Aid trained member of staff. Staff are responsible for checking that food is cut up or mashed as needed for each individual child and that food for children with allergies is suitable for them according to the allergy matrix provided by catering staff. Children with allergies have individual Risk Assessments in place.

### **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/carers or taken to After School Care at the end of the club.

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 by a member of staff. The pupils are signed out at the end of the session and handed to their parent/carer. At all times, ratios are maintained according to the EYFS Statutory Framework.

### **Collection of Pupils**

#### **Early collection**

Pupils are collected either from the Pre-Prep Reception or the Nursery building.

#### **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 etc). 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 the occasions when Nursery and Reception gather in the Cathedral for a service or school event, 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: \_\_\_\_\_