

- ISI 14 – Supervision of pupils
14a - Supervision
14b – EYFS Missing Child Policy
14bi – Non-collection
14c – EYFS Supervision
14d – School Journeys
14e – After-school care



St **Dunstan's**
College

EYFS Supervision

Supervision of Pupils (14a)

In Nursery, the pupils are supported by a qualified teacher and three teaching assistants (two hold a Level 6 qualification). Each class in Reception has a qualified teacher and one teaching assistant. The key worker for the children will be the qualified teacher in Nursery or Reception. The majority of Early Years staff hold a full paediatric first aid qualification (PFA).

Each term all staff (including teaching assistants) are interviewed by the Head of EYFS to ensure they are suitable to work with children. Each year they also complete a staff disqualification declaration.

Missing Child (14b)

In the event of a member of staff not being able to account for a child's whereabouts all staff will check the immediate site which will include toilets, classrooms and the playground. If the child has still not been located then the Junior School Office will be contacted in case of early pick up. If after 10 minutes the child has not been located, police and parents should be called.

Non-collection (14bi)

Any child who has not been collected at the end of the day will be taken to the Junior School Office and parents/carers will be contacted. Should parents indicate that they are delayed unexpectedly, their child will be signed into After School Care. If the child has not been collected from After School Care by 1800, parents/carers are called. If parents/carers or alternative named contacts, who have been given permission by parents/carers to collect, cannot be reached after one hour then Children's Services will be called and their advice will be followed.

Supervision over the school day (14c)

Please see below both Nursery and Reception supervision ratios across the school day. Ratios tend to lie above the recommended minimum to ensure the safety of the children.

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<i>Time</i>	Nursery (21 children) Staffing: 1 Teacher (Level 6 Qualification) 3 Teaching Assistants (2 have a Level 6 Qualification)
0820	Arrival- 3 members of staff
0835	Registration & Form Time - 3 members
0910	Snack Time - 2 members (while staff take breaks)
0930	3 Members minimum
1130	Lunch - 2 members (other staff in lunch hall available, if required)
1200	Walk Back to Classroom – 3 Members
1215	In Class dance/music activities, followed by carpet session - 2 members
1245	3 Members minimum
1445	Snack - 3 Members
1510	Dismissal = 3 Members 1 on the gate 1 dismissing children 1 supervising children attending After School Care

Time	Reception (20 children maximum)
0820	Arrival - 2 Members
0830	Registration & Form Time - 2 Members
0850	Assembly - 2 Members
0950	Break - 2 Members
1010	Snack time - 1 Member (another member of staff always within shouting distance)
1050	Activity time - 2 Members
1110	Period 2 - 2 Members
1145	Lunch - 2 Members supervising children, other staff nearby observing and supporting as required
1200	2 Members
1230-1245	3 Members
1300	Period 3 - 2 Members
1340	Period 4 - 2 Members
1425	Break - 2 Members
1445	Period 5 - 2 Members
1515	Dismissal - 2 Members

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School trips (14d)

On school trips and visits, a separate risk assessment is always written. Ratios for children include 1:2 for Nursery and 1:4 for Reception, however this can alter depending on the risks identified and location of the trip/visit. There will always be a member of staff on all school visits that holds a full Paediatric First Aid Qualification (PFA).

After School Care ratio (14e)

Please see below the ratio for wraparound care.

Before School Care 0745-0820	Average 5 in EYFS	2 members of staff (One has PFA) Leadership team on site
After School Care 1515-1800	Average 15 in EYFS	3 members of staff until 1730 (1 with PFA) 1 member of Leadership team on site until last child leaves.

EYFS Supervision			
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