

EYFS Supervision Policy



Details of the statutory staff: child ratios may be found in the EYFS 2014 sections 3.28 - 3.38.

In the Nursery Years:

Lucton's Head of Nursery holds a level 4 qualification and has over 2 years' experience of working in an Early Years setting. She has a named deputy who is capable and qualified to take charge in her absence. The Nursery is registered to care for a maximum of 42 children at any one time. Of these 42, no more than 15 can be under the age of 2 years.

Room allocation:

Baby Room – caters for children up to the age of 2 years.

- ✓ There must always be at least one member of staff to every three children.
- ✓ Although Lucton Nursery is registered to take children from 3 months, this would only be considered if it was felt that a 1:1 adult to child ratio could be maintained and suitable care arrangements made.
- ✓ When a child reaches their 2nd birthday it is normal practice for that child to move up into the next group (The Little Ladybirds Room). It is the policy of Lucton Nursery that if it is felt that moving a child into the next age group, prior to their 2nd birthday, would benefit their development, and the staffing arrangements could be maintained at a 1:3 ratio, then this could take place from 18 months onwards. This arrangement can be on part-time or more permanent basis.
- ✓ The maximum number of children under 2 years old, which can be cared for at any time in the Baby Room itself, is 12.
- ✓ The Nursery can only accept the maximum number of 15 under 2 year olds, if there are at least 3 children over the age of 18 months suitable to be moved into the next group - on a 1:3 ratio.
- ✓ At least one member of staff must hold a full and relevant level 3 Child Care qualification and have suitable experience of working with children under 2 years.
- ✓ At least half of all other staff must hold a full and relevant level 2 qualification in Child care.
- ✓ The member of staff in charge of the Babies' Room must hold a full and relevant level 3 Child Care qualification, and have suitable experience of working with children under the age of 2 years.

Little Ladybirds Groups - caters for children mainly between the age of 2 to 3 years plus.

- ✓ There must be at least one member of staff to every 4 children.
- ✓ At least one member of staff must hold a full and relevant level 3 qualification.
- ✓ At least half of all other staff must hold a full and relevant level 2 qualification.
- ✓ It is the practice of Lucton Nursery that children over the age of 3 years, in this group, are cared for on this same ratio (1:4). Only if there are at least 6 children that are over the age of 3 years, and deemed to be of a suitable level of independence, can the ratio be raised to 1:6. In circumstances where there is a mixture of 2 and 3 year olds (per staff allocation) then the correct ratio for the youngest child **must be maintained for all**.

The Transition Class – caters for children who have reached their 3rd birthday by the end of August, and who are due to start school in the September of the following academic year.

- ✓ There must be a least one member of staff to every 8 children.
- ✓ At least one member of staff must hold a full and relevant level 3 qualification.
- ✓ At least half of all other staff must hold a full and relevant level 2 qualification.

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Unforeseen circumstances

- ✓ In the event of a member/or members of staff being absent, other School/Nursery staff must be called in to work to ensure that the correct adult to child ratio is maintained.
- ✓ Staff may need to be redeployed in other rooms so that correct ratios can be maintained.
- ✓ Children may need to be moved into other rooms, within the Nursery, to ensure continuation of care and correct ratios.

Child supervision arrangements for before and after school care

- ✓ Children must be cared for based on the correct ratio for their age group. In circumstances where a mixture of different aged children are being cared for together, in the same room, then the adult to child ratio for the youngest child must be used.
- ✓ There must always be a minimum of two members of staff on duty at any one time.
- ✓ There must always be one member of staff who holds an appropriate level 3 certificate, or above, and half of all other staff must hold a level 2 or above.
- ✓ There must always be a member of staff on duty who holds a current Paediatric First Aid certificate.

Other arrangements

- ✓ Staff with a level 2 qualification or any Gap Tutors must not be left unsupervised with the nursery children.
- ✓ Staff holding Early Years Educator (EYE) qualification must have achieved a suitable level 2 qualification in English and maths.
- ✓ All newly qualified entrants (on or after 30th June,16) to the early years workforce with full and relevant level 2 or above must also have either a full Paediatric First Aid (PFA) certificate or an emergency PFA within 3 months of starting work, before they can be included in the statutory staff: child ratios.

In the Reception Year:

Children may join the Reception Year at the beginning of the school year in which they are five; occasionally, they may start earlier if considered appropriate. Compulsory schooling begins at the start of the term after a child's fifth birthday.

There is a single dedicated Reception Class which works independently most mornings. In the afternoons the class regularly joins with other KS1 year groups, so that the reception children benefit from interaction with children of other ages and the opportunity to work in larger groups.

In the mornings the class is generally the responsibility of the reception teacher; in the afternoons this responsibility is shared with others. All have Qualified Teacher Status.

The school has a policy of class sizes generally not exceeding 18 pupils. In practice, the Reception Class is usually considerably smaller and even when combined with other KS1 year groups, staff: child ratios for the children in the Reception year, as outlined in EYFS 2014, are maintained.

Key person

All children in the Early Years are assigned a Key Person as outlined in section 0.3 (Arrangements for Admission).

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Additional supervision considerations are outlined in section 3.27 (Educational Visits and Outings) and section 3.29 (Swimming Policy) of the full EYFS policy and copied below.

Educational Visits and Outings

There is a Whole School Policy (section A of Staff Handbook) that covers educational visits.

The following considerations are of particular relevance to the Early Years:

- ✓ All outings need to be well planned. A member of staff must visit the venue prior to the outing and carry out a risk assessment of both the journey and venue. This risk assessment must be recorded, any identified hazards highlighted and plans put into place to eliminate or minimize the risk to children and staff. The risk assessment is approved by the Headmistress.
- ✓ A member of staff with a current Paediatric First Aid Certificate must always be present.
- ✓ The risk assessment will include a consideration of the staff to child ratio, with the age and ability of all the children on the outing being taken into account
- ✓ Volunteers may join us on outings. Regular volunteers are approved by the Headmistress and undergo DBS checks. Other volunteers may not be left unattended with the children.
- ✓ In the Nursery Years, parental permission is sought for routine trips around the School grounds and local village during the initial contract signing. Further permission is always sought for day trips, for example to a farm or castle. In the Reception Year, parental permission is sought for all trips at the start of the academic year or when a child joins the school. A mobile phone and the emergency contact telephone numbers are taken on each outing.
- ✓ In the Nursery Years, parents will be asked to cover the additional costs of the outing (entrance fees, transportation - including use of school minibuses etc.). In the Reception Year, a termly charge is made to cover the cost of trips.
- ✓ Children are usually transported by bus – either in a school minibus or a hired coach. If public transport is used, parents will be informed. Appropriate insurance is in place.
- ✓ School minibuses meet the standard guidelines and each seat has a fully-adjustable seat belt. Baby/booster seats are used when appropriate. We instruct all children travelling by minibus or coach to wear a seat belt and not to take it off until instructed to do so by a member of staff. Adults are distributed throughout the mini bus/coach so that the children can be closely monitored.
- ✓ The procedure to be followed, if a child is feared missing on a school visit, is set out in the Missing Child Policy (section 3.25).

In addition, for outings to open farms and zoos we will ensure:

- ✓ That the farm is well managed, that the grounds and public areas are as clean as possible and that suitable first aid arrangements are in place. Establishments open to the public must comply with Health and Safety regulations and a copy of their own risk assessment may be obtained prior to the visit.
- ✓ That the farm has adequate hand washing facilities (including provision of hot and cold running water, soap and paper towels or hot air dryers) and has established procedures to prevent the spread of infection to visitors.
- ✓ That it is explained to children that they cannot eat or drink anything whilst touring the farm, because of risk of infection.

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During the visit:

- ✓ If children are in contact with, or feeding farm animals, they should not be allowed to place their faces against the animals or put their hands in their own mouths after handling animals. Sick or distressed animals must not be approached under any circumstances.
- ✓ Children must wash after contact with any animals and always before eating. This must be supervised.
- ✓ Meal breaks or snacks must be taken well away from animal compounds or buildings used to store animal bedding or foodstuffs. Picnics must not be sited in an area where animals are roaming free.
- ✓ Children must not be allowed to eat anything that may have fallen to the ground.
- ✓ Any crops produced on the farm must be thoroughly washed in potable water before consumption.
- ✓ The children should not consume unpasteurised products e.g. milk or cheese, or taste animal feedstuffs, such as silage or concentrates.
- ✓ Manure and slurry presents a particular risk of infection. Pupils must be warned not to touch it. If they do, ensure that they thoroughly wash and dry their hands immediately.
- ✓ Children should not be allowed in the lower walk-way of herring bone parlours when milking is in progress.

Guidance for this policy has been taken from the *Infectious Disease Control in Schools, Day Nurseries and Childcare Settings* (2012).

Swimming Policy

Lucton School has its own indoor swimming pool and Reception and Nursery children may receive swimming sessions (during term time) at no extra cost. There is a code of practice for the use of the pool which covers normal operating procedures, staff training and the emergency action plan. A trained life guard must always be on duty when children are in the water or on the pool side.

The following additional matters apply to the Early Years:

- Children must provide a swimming nappy (if necessary) as well as a swimming costume and towel.
- Children must be closely supervised at all times when in the pool, on the pool side or in the changing rooms.
- It is the practice of the Early Years to significantly raise the adult to child ratio when children are taken swimming. Each child's ability, and level of competence, must be taken into consideration when making this decision. A 1:1 ratio may be necessary in certain circumstances. As a result of this, when there are too many children to swim Nursery children are taken on a rota system. Reception children are timetabled to swim twice a week.
- If, by taking children swimming, the staff ratio within the nursery would be compromised then the swimming session **must be cancelled**.

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