



NOTTINGHAM GIRLS' HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

EFYS Supervision Policy 2020 - 2021

Introduction

The safety and welfare of the children in the EFYS (Nursery and Reception classes) at NGHS Junior School is paramount. All staff are responsible for ensuring the safety and well being of children at all times. Adult to child ratios are adhered to in order to maintain high levels of safety. This policy outlines when and how EFYS pupils are supervised throughout the school day.

EFYS Team

There are three members of staff in the EFYS Team. In the Reception class, one full-time member of staff holds qualified teacher status allowing 1:30. In the Nursery class there is a full-time qualified teacher with a specialism in Early Years allowing 1:13. There is also a full time teaching assistant who works within both the Nursery and Reception classes who holds a level 3 qualification allowing 1:8.

Before school

Reception and Nursery children come into their respective classrooms from 8am onwards. They are handed over to a member of staff by their parents/ carers at the main Junior School entrance. They are then supervised by the EFYS staff and unpack and begin activities within the classroom. At least one member of staff is always present in the classrooms. Children must usually be both in sight and hearing of staff and always within sight or hearing.

The school day

The EFYS staff supervise the children in the classroom, during free-flow activities which use the Reception Garden area and when they use other spaces on the school site for learning eg. Upnah Woods. The EFYS team also supervise children at break time and at lunchtime when they accompany the children over to the Dining Hall for lunch and back again to the EFYS Garden for lunchtime play. EFYS children use the toilets which are situated in the centre of the Reception classroom. Supervision at break and lunchtimes is managed with a duty rota, shared between the EFYS Team.

If during the day there are any sleeping children (we do not have frequently sleeping children) there is a cosy corner in both the nursery and reception classroom where they can have space to sleep. This will be under direct supervision from the class teachers or teaching assistant.

At the end of the school day (3:30pm), the classroom teacher or teaching assistant dismisses the EFYS children from The Rainbow Room to their parents/ carers who arrives at the main Junior School entrance. The collection is recorded on a Google Doc register. If another person is collecting them, this must be arranged beforehand and the class teacher notified. Where possible, this person should be made known to the class teacher beforehand.

If an EFYS child has not been collected by 4.00pm, parents/carers are contacted to ascertain how long they will be and a charge will be made for late collection or for admission into After School Club (ASC). The ASC supervisor will take over

responsibility for the child until they have been collected. On no occasion would an EYFS child be permitted to leave the school premises unsupervised or with an adult that we have not be told about.

Any EYFS child attending ASC is taken by their teacher and handed over to the ASC supervisor after all of the other children have left. The ASC supervisor, who holds a paediatric first aid qualification, will have full responsibility for the EYFS children whilst at ASC. At the end of the session, or when a parent/ carer arrives to collect them, EYFS children are handed over to the parent/ carer and signed out.

Any child that travels home on the school bus is taken by the class teacher to the member of staff on bus duty and then escorted onto their bus. Any EYFS children that use the bus are accompanied by an older sibling or bus buddy. This must be agreed in writing with the Head teacher.

Supervision of EYFS children out of school

EYFS children that make visits out of school are supervised by their class teacher and teaching assistant. Other adults that have been cleared to work with children, usually parent volunteers, help to supervise the children. Health and safety adult to pupil ratios are applied and these are 1: 4 for EYFS pupils. Upon return to school from a visit, EYFS children are dismissed in the usual way to their parents/ carers as outlined above unless they return in the middle of the school day. In this case, normal supervision as detailed above would take place.

Policy Reviewed: September 2020

Next Review Due: September 2021