



Queen's College Preparatory School
Early Years Foundation Stage

EYFS Supervision Policy

Due for review Michaelmas Term 2025

Introduction

The safety and welfare of the children in the EYFS classes at QCPS is paramount. All staff are responsible for always ensuring the safety and wellbeing of all the children in school. The adult to child ratios is always adhered to, in order to maintain high levels of safety. This policy outlines when and how EYFS pupils are supervised throughout the school day.

Site Safety

One of the most important factors in ensuring the safety of our children and staff is the security of the school building. Access to the Preparatory School building is controlled via four points.

The main entrance (front door to 61) is clearly signposted to visitors and is controlled by a magnetic lock which can be unlocked either from the School office or the switch inside the door (which is used by staff as they need to leave the building) or the keypad which has a four-digit code for staff to gain access to the building. The main entrance is monitored by a CCTV camera viewed from the School office, to identify people entering and exiting the site. There is a second set of glass doors with a keypad to enter a four-digit code to get through.

The second door (front door to 59) is locked from the inside for the duration of the school day. It is opened only to allow pupils to enter and leave with their class. During this time, when the door is open, it is supervised by a member of staff until the final pupil has left.

There are two further street level access points via two gates that lead to the basement. To enter either gate there is a coded lock for staff and a CCTV intercom system for visitors. The lock and CCTV intercom system are located at the top of both sets of stairs. When exiting via the street level gates there is an exit button plus an emergency override exit button. Having entered the stairwells via the street level gates, individuals have to enter QCPS via one of the two basement doors. Both doors are key operated from the outside and push-bar operated from the inside. The basement entrance door to 61 is always manned and unlocked while pupils enter and exit at the beginning and end of the school day for Breakfast Club and Co-Curricular activities respectively, as is the basement door to 59 when staff are in the dining room or kitchen because these are fire exits. The basement door to 59 is unlocked when in use by catering staff to access stores from the kitchen but closed and locked when not in use.

Staff Supervision Ratios in Reception Classes

There are four EYFS team staff. We have two Reception classes and in each class there is one full-time member of staff who holds qualified teacher status allowing 1:30. There are also two full-time teaching assistants who work within each class; they both hold a level 3 qualification allowing 1:8. The minimum staffing ratio is 1:30 when the Reception classes are with their Form Teachers. In the absence of a qualified teacher, the staffing ratio is at least 1:8 and at least one member of staff must hold a full and relevant level 3 qualification. In Reception the pupils are always within sight and hearing of a member of staff.

Supervision before the School Day

The school provides a daily 'Breakfast Club' 7.30-8.15am, supervised by a qualified teacher or teaching assistant. Pupils are dropped to the basement entrance and Reception pupils handed

over to a member of staff by their parents/carers. All children are registered by the member of staff on duty. The member of staff supervising the children is always in the room. Pupils are always within sight and hearing of staff. After breakfast a staff member escorts pupils to their classroom and hands them over to their class teacher for supervision from 8.15am.

Supervision during the School Day

The school notifies all parents of the timings of the school day. Reception pupils come into school 8.15-8.40am. Reception children are handed over to a staff member by their parents/carers at QCPS main entrances at door 59 or 61. EYFS staff help children unpack bags, put away their belongings and begin activities within the classroom. At least one staff member is always present in the classroom. Pupils are always within sight and hearing of staff.

Registration

Reception Teachers electronically register the pupils at 8.40am, when the door to the school is closed. Pupils arriving after 8.40am 'sign in' at the School office, and the electronic registers are updated and printed by the School Secretary. Pupils are also electronically registered at the start of the first afternoon lesson by their Form teacher.

Supervision during Lessons

EYFS staff supervise children in the classroom. During specialist lessons a qualified teacher and a teaching assistant supervise the children.

Supervision between Lessons

Reception pupils are always closely supervised as they move between lessons, by a teaching assistant or a qualified teacher. EYFS children are always taken around the school and never left to walk around the building unsupervised.

Supervision during Break

EYFS staff supervise children at break time and the ratios are maintained according to the recommended guidelines from DfE. EYFS children use the toilets which are situated in the basement of the school. Children are always escorted to the toilets by a member of staff.

Supervision during Lunch Time

Members of staff who are on duty are responsible for the order, safety and behaviour of the pupils during lunch. Pupils in Reception arrive for lunch at 11.40am with their class teacher and teaching assistant. Children finish lunch at and leave the dining room at 12.10pm with a member of staff. During lunch two members of qualified teaching staff supervise the children. The ratio of qualified staff is followed in line with EYFS requirements and children are given appropriate assistance as needed to help them eat their food.

Supervision during Garden Time

Reception children have outdoor time every day, weather permitting. During garden time, each class is taken by a qualified teacher and a teaching assistant. The garden is a short distance from school and is a gated and secure play area. The pupils are counted prior to leaving the school and again prior to leaving the garden, and once more on return to school. Reception classes are 'signed out' and 'signed in' using the sign in sheet provided by the office. For EYFS children the supervising ratio is at least 1:30 (when supervised by a

qualified teacher). To ensure the pupils' safety, members of staff follow the control measures listed in the generic risk assessment for walking in the locality.

Supervision during Inclement Weather

Senior Leadership decide if weather conditions allow for the pupils to visit the Garden. In EYFS appropriate supervision ratios are maintained within classrooms during bad weather.

Supervision at the End of School

At the end of the school day (3pm) the classroom teacher and teaching assistant dismiss the EYFS children from door 59 or 61 to their parents/carers who arrive at the School entrance. Children are only released to their parents. 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 EYFS child has not been collected by 3.10pm, parents/carers are contacted to ascertain how long they will be. Reception children wait with the class teacher or teaching assistant in their classroom. On no occasion would an EYFS child be permitted to leave the school premises unsupervised or with an adult that we have not been told about.

Supervision during After School Activities

From Monday to Thursday there are after school clubs for the pupils to attend and any EYFS child attending is taken to the lunch hall at 3pm by a teaching assistant and handed over to their club supervisor who have full responsibility of EYFS children. At the end of the session or when a parent/carer arrives to collect them EYFS pupils are handed over to the parent/carer.

Uncollected Children

Uncollected Reception pupils wait in their classroom with a teacher or teaching assistant and the procedures set out in the Uncollected Children Policy are followed.

Twilight Club

4-6pm Mondays to Thursdays and is supervised by a staff member.

Supervision on School Trips

In the EYFS, Reception pupils that make visits out of school or attend off site activities are supervised very closely by their class teacher and teaching assistant or another qualified teacher. Other adults cleared to work with children, usually parent volunteers, also help to supervise the children but never alone. Any adult educational/co-curricular provider, volunteer or parent helper assisting with QCPS activities, including trips, whose involvement includes contact with children, are required to be in receipt of an enhanced DBS administered by the School. All volunteers and parent helpers are required to read and sign the Code of Conduct (Appendix 1). The required EYFS ratios are always at least met: 1:5 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.

Senior Leadership Team (SLT)

One member of SLT is in QCPS until 6pm, their details displayed in the School office.

Appendix 1

QCPS Code of Conduct: External Providers and Volunteers

This of Conduct Agreement Form must be completed by external providers and volunteers, including parents and College student helpers, before any work with pupils may commence.

Each member of the QCPS community is expected:

- To treat everyone with dignity and respect regardless of differences of ethnicity, religion, age, ability, gender, sexual orientation and economic circumstances.
- To adhere to the ethos and values outlined in our Behaviour Policy, available on the School website.
- To report all concerns regarding the safety or welfare of a pupil to the Deputy Head (Pastoral), or in their absence, to the Head of Pre-Prep or Head of Prep.
- To ensure all allegations or suspicions of abuse are reported and acted upon.
- To only use the School's devices to take photographs or films of children, which will be uploaded to the School's approved sharing platforms in accordance with the School's Photography of Children policy. Personal mobile devices should never be in sight of pupils.
- To create an environment in which all pupils can reach their full potential and involve pupils in leadership and decision making.
- To maintain professional dress standards, and as staff and volunteers to conduct ourselves in a manner consistent with our position as a positive role model to children and young people and as a representative of the school community.
- Not be present at School when adversely affected by any substances such as alcohol or drugs.
- Not to smoke when on the School premises or at any school event.
- Not send any pornographic, sexually suggestive, abusive or offensive messages to any member of the school community by way of emails, SMS or mobile phone messaging, telephone calls or written notes or any other forms of communication.
- Not to develop inappropriate relationships with pupils, or take a pupil to their home, or encourage private meetings with pupils outside school hours or make contact (such as telephone, email or SMS messaging) with pupils out of school hours without the prior approval of the School or the pupil's parents. In such instances, the message will be copied to a teacher.
- Not to hold or touch any member of the school community in an inappropriate and/or culturally insensitive way.
- Not to spend time alone with a pupil unless an open and supervised environment can be maintained
- To maintain adequate ratios of pupils to staff and volunteers as follows:
 - 1 adult to 5 children from Reception/EYFS
 - 1 adult to 8 children from Form I to Form III
 - 1 adult to 12 children from Form IV to Form VI
- Not to do things of a personal nature for a pupil that she can do herself.
- To encourage pupils to speak up when they feel unsafe about an activity or programme and follow all School policies regarding adult-child relationships.

I agree that I will abide by this Code of Conduct in all interactions with QCPS pupils.

Name: _____

Signature: _____

Date: _____