

**Rose Hill School: Early Years Department
Supervision of Children within the Early Year Department, Grounds and Building Policy
(Reviewed Autumn Term 2025)**

Please read this policy in conjunction with the following documents:

- **Educational Visits**
- **Non-collection of Child**
- **Missing Child**
- **Outdoor Learning**
- **Animals in the Early Years Department**
- **Toileting**
- **Childcare Practice including Staff Induction**

Introduction

Supervision and duties are vital aspects of our duty of care of children. They ensure a safe and secure environment in which learning can develop as well as support positive behaviour. Management will ensure that practitioners and teacher's duties are covered in the event of any absences. All learning environments, either indoors or outdoors, must be overseen by a practitioner or a teacher. Staff must arrive promptly and supervise the whole of the outdoor/indoor learning environments and be proactive. No child must ever be left unattended. Staff should be vigilant in identifying and reporting potential hazards. The premises, both indoors and outdoors must be safe and secure.

Procedures

EYFS Arrival and Departure

Children are not allowed on site without supervision. Practitioners and teachers must follow the correct adult/child ratios when in school. These ratios are as follows: When children are ages 3-4 ratios are - level 6 1:13 Level 3-5 1:8. When children are ages 4-5 ratios are: level 6 1:30 levels 3-5 1:8. Children must only be released into the care of individuals named by the parents.

Registration

Teachers register children on the portal at the start of the morning and afternoon sessions. They are vigilant during the day to ensure that all children are present. Parents are responsible for notifying school if their child is absent for any reason. However, the school will contact parents if a child fails to arrive at school without an explanation.

Practitioner's Deployment

Practitioners are deployed within the Early Years Department following appropriate ratios laid out in the [Early years foundation stage \(EYFS\) statutory framework \(2025\)](#).

Supervision at Playtimes

Duty Rotas for break time and Octagon supervision will be displayed in the staff room. Duty rotas detail number of pupils, initials of staff member, staff to child ratio and the initials of the staff members with a PFA qualification. Duty staff should begin supervision promptly. Staff need to be observant and must monitor play at all times. Any child not using play equipment appropriately is spoken to immediately and reminded of how to use it safely. All inappropriate behaviour is addressed immediately and reported to the class teacher at the end of play. If a child needs to leave the playground they must ask permission. All injuries are entered in the Accident Folder and the entry is signed by the adult who collects the child.

Supervision at Lunchtime

Children are escorted to the dining room by their class teacher and teaching assistant. Staff then serve lunch and sit and eat with the children. All children are within sight and hearing of the staff member they are sitting with. All staff that support and supervise EYFS children at mealtimes are working towards achieving their Level 2 food hygiene and safety qualification.

Children moving around school

It is the responsibility of the class teacher to inform the children about School Rules and expectations. All staff is responsible for ensuring that children move around the school safely.

Medical Support

There is a School Nurse who is on site each day until 4pm and the majority of teaching staff and non-teaching staff hold current First Aid certificates. There are also members of staff who have Paediatric First Aid Training. The names of Paediatric First Aiders are published on the door of the First Aid cupboard in the PrePrep Staff Room.

Mrs V Robinson, Head of PrePrep
Autumn Term 2025