



EYFS Supervision of children throughout the school day

Before School

From 8.00 am onwards, children in the EYFS (Nursery and Reception) are either accompanied to Reception or Pre-Prep by their parents/carers or alternatively, if dropped at the main school entrance, they are supervised by a member of staff at the *'Magic Carpet'* and are then accompanied to Pre-Prep by a member of staff or to Reception by a Year 6 Prefect. Once children reach the Pre-Prep or Reception classrooms, they are in the care of the EYFS staff.

EYFS Staff

Mrs Victoria Wright – Early Years Foundation Degree

Mrs Melanie Ireland – Diploma (Level 3) in Children and Young Peoples Workforce

Miss Kate Watson – Early Years Classroom Assistant

All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff:child ratios at level 2 or level 3 in an early years setting. Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

Providers are responsible for identifying and selecting a competent training provider to deliver their PFA training. Training is available from a wide range of providers including: those who offer regulated qualifications; or the Voluntary Aid Societies (St John Ambulance, the British Red Cross and St Andrew's First Aid who together are acknowledged by the Health and Safety Executive (HSE) as one of the standard-setters for currently accepted first aid practice for first aid at work training courses); or those who operate under voluntary accreditation schemes; or one that is a member of a trade body with an approval and monitoring scheme; or those who operate independently of any such accreditation scheme. The Register of Regulated Qualifications may help providers identify PFA providers, which can be found at: <http://register.ofqual.gov.uk/qualification>. It may also be helpful to refer to HSE's guidance about choosing a first aid training provider, which can be found at: www.hse.gov.uk/pubns/geis3.htm

In this context, "newly qualified entrants" includes staff who have been apprentices or long term students who have gained a level 2 or level 3 early years qualification.³² Newly qualified entrants who started work between 30 June 2016 and 2 April 2017 must have either a full PFA or an emergency PFA certificate by 2 July 2017 in order to be included in the required staff:child ratios at level 2 or level 3 in an early years setting.

Newly qualified entrants who started work between 30 June 2016 and 2 April 2017 must have either a full PFA or an emergency PFA certificate by 2 July 2017 in order to be included in the required staff:child ratios at level 2 or level 3 in an early years setting.

Providers can make an exception to this requirement where a newly qualified entrant to the workforce is unable to gain a PFA certificate if a disability would prevent them from doing so. Such a newly qualified entrant can still be included in the staff:child ratios if otherwise competent to carry out their childcare duties. Where possible, such staff should attend a relevant PFA training course and obtain written evidence of attendance.

*See also Supervision document in Staff Handbook and EYFS staff qualifications document.

During the School Day

From the moment the children in the EYFS arrive in their settings, they are supervised by their form teacher and classroom assistants until 3.30 pm.

For the academic year 2017-2018 there is one form teacher and one part-time classroom assistant in Reception. In Pre-Prep there is one Pre-Prep teacher, one Level 3 support teacher, who is also EY SENCO and one full-time Pre-Prep assistant. When the children are time-tabled to be taught by other specialist members of Prep Staff (Music, PE, etc. the children are never left unattended. One teacher hands over to the next at lesson change. The classroom assistants accompany the children to other lessons.

For a detailed schedule of supervision of children during the school day please see the whole school policy on Supervision.

After School

Children throughout the Prep School may stay in After School Care every day until 6.00 pm.

From 3.30 pm to 4.00 pm the children in EYFS and KS1 are supervised by a member of staff from EYFS or KS1, on a rota. They are in Prep classrooms for a story, until 4.00 pm

From 4.00 pm to 6.00 pm, the children are in the care of our After School Care Supervisor and assistants.

After School Care Supervisor

Mrs Mollie Grable BA

Paediatric First Aid trained

After School Care Assistants Beechwood Senior School Sixth formers .

The number of children staying for ASC varies each day according to the clubs that are on and the day to day requests/needs from parents. On average however the following number of children are in regular ASC each day

| Day | 4–5.00 pm session | 5-6.00 pm session | EY average (within these figures) |
|-----------|-------------------|-------------------|-----------------------------------|
| Monday | 1 | 0 | 1 |
| Tuesday | 2 | 1 | 1 |
| Wednesday | 2 | 1 | 1 |
| Thursday | 1 | 0 | 1 |
| Friday | 1 | 0 | 1 |

These numbers fluctuate at the end of clubs and activities when children return to the Prep Hall / ASC to wait for collection by their parents or carers.

On call duty staff 4.00 – 6.00 pm

Director of Studies – Mrs Teresa Cutts. In her absence the Head of Prep, Deputy Head, Head or Head of Boarding may also be contacted in case of assistance.

Reviewed by DHM: September 2019

Date of next review: September 2020