



## EARLY YEARS FOUNDATION STAGE SUPERVISION OF CHILDREN POLICY

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### The Nursery

We maintain the following adult to child ratios at all times, in line with our Ofsted registration:

Children under two years:	1 adult to 3 children
Children ages 2-3 years:	1 adult to 4 children
Children aged 3-4 years:	1 adult to 8 children

We ensure this by:

- Planning rotas so that they are maintained throughout the day.
- Always having a minimum of two staff in any room with children.
- Carefully monitoring the allocation of staff during free flow (indoor and outdoor) play to ensure that all children remain supervised.
- Key workers eat their lunch with the children, ensuring ratios are maintained.
- Nursery Manager and Deputy Nursery Manager provide cover when staff need to leave the rooms for short periods.
- Maintaining a small bank of experienced cover staff to replace staff members who are on sick or annual leave.
- When younger children are asleep they are checked by a staff member every 10 minutes (minimum).
- At the beginning and end of days, when staff and children numbers are lower, we group children from different rooms together, as necessary, to maintain ratios.

## **Oak Reception**

In our Oak Reception classes we have a fully qualified teacher and a full time assistant. Our maximum class size is 20. We operate a free flow system, making good use of the outdoor area directly outside the classrooms. Both classrooms and outdoor areas are supervised by the teachers and assistants. Nursery staff will assist with cover as required to allow for staff lunch breaks.

### **Before school care**

#### **7.30am-8am**

Oak Reception children requiring breakfast are booked in and supervised in Oak Reception by the Nursery staff (correct ratios are always maintained).

#### **8am-8.30am**

Children not requiring breakfast are brought directly to the classrooms by their parents from 8am where they are supervised by the teacher or teaching assistants.

From 8.30am all staff are in their rooms and Oak Reception children will be supervised in their classroom.

### **Lunchtime**

#### **12.30pm-1.30pm**

At lunchtime children are supervised by the teachers and assistants, who eat with the children.

### **Home time**

#### **3.30pm**

Children going home at 3.30pm are taken to the side gate by their teacher where they are handed over to their parent or other person authorised to collect them. No children will be handed over to anyone unless authorised by the parent.

### **After school care**

#### **3.30pm-6.00pm**

Children attending after school care are looked after by the Oak Reception teaching assistants until 4pm in the classrooms. Parents collect the children directly from the classrooms. Any children staying after this time join the Skylarks Nursery children. They transfer to the dining hall for tea under the supervision of the Nursery staff (correct ratios are always maintained).

### **The school bus 4pm**

Children going on the school bus up to Hazelwood School to join older siblings are collected from after school care by a member of Hazelwood School staff. They are supervised and signed in to the Chestnut late room by them.

This Policy was ratified by the Compliance Committee: 10th November 2017