

REVIEWED: SPRING 2025
NEXT REVIEW DATE: SPRING 2027
REVIEWED BY: DEPUTY HEAD WELLBEING & EYFS/ NURSERY MANAGER
RATIFIED BY: COMPLIANCE COMMITTEE



EARLY YEARS FOUNDATION STAGE SUPERVISION OF CHILDREN POLICY

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 (although statutory guidance is now 1:5, we will only exercise if short staffed)
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, Deputy Nursery Manager and the Deputy Head Wellbeing & EYFS 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). We also have 'babycams' in our Wrens, Starlings and Wagtails rooms to monitor between checkins.
- 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.

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 children will be supervised in their classroom.

Lunchtime - 11.30pm-12.30pm

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

Hometime - 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 to 6pm

Children attending after school care are looked after by the teaching assistants until 4:30pm in the late room. 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 late room leader (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 late room by them.

This Policy was ratified by the Compliance Committee: 28 February 2025