

**Supervision of children at school
including
children in the Early Years Foundation Stage (EYFS)**

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SUPERVISION OF CHILDREN AT SCHOOL

(including children in the Early Years Foundation Stage EYFS)

Annan School is committed to provide, as far as is reasonably practicable, a safe environment for all the children of the school. Part of creating that safe environment is the level of supervision that we provide during the school day. This guidance seeks to clarify the level of supervision provided during the school day so that all staff and parents are aware of the standards that are expected.

This guidance is for all children at the school including children in the EYFS.

This guidance should be read in conjunction with:

- Health and Safety Policy
- Off-site Activities Policy
- Missing Child Policy
- Late Collection Policy
- Admissions and Attendance Policy

Supervision Responsibilities

The Principal or appointed person is responsible for ensuring that practitioners and teachers duties are covered in the event of any absences (sickness or training). Practitioners and teachers must arrive promptly and are responsible for the supervision of the whole of their learning environments either indoors or out.

Supervision in the Kindergarten (EYFS)

- Teachers and practitioners are deployed within the EYFS following at least the appropriate ratios laid out in the Statutory Framework for the Early Years Foundation Stage 2025 as follows:
- Children aged three and over in a setting where there is a teacher with full QTS/EYQTS, there must be at least one member of staff for every thirteen children (1:13) and at least one other member of staff must hold a full and relevant qualification (level 3).
- Two-year olds require a 1:5 ratio. This can include the second member of staff for the 3 & 4-year olds provided the 1:13 ratio has not been exceeded. For example, three staff (where one is a teacher with QTS/EYQTS) could have a maximum of thirty one children, i.e. twenty-six 3 & 4-year olds and five 2-year olds or a maximum of twenty-one children if there are between five and eight 2-year olds and up to thirteen 3 & 4-year olds.
- Kindergarten children are supervised at all times and staff are deployed in order to fully supervise children inside and outside. As children have free flow, staff move around the setting according to the spread of the children.
- There should always be one member of the team in the garden when it is in use. This should increase according to numbers of children and supervision needs of the activities.
- Children should always be within sight or hearing of the adults in their learning areas.
- Children should always be within sight of an adult when eating at snack and lunchtimes.
- Children in kindergarten are permitted to go to the toilet on their own and are able to call for help if they need it. If all staff and children are in the garden the staff should use their discretion about whether they accompany children to the toilet (according to age etc) and remain vigilant that they come back outside.
- Children are not permitted to go into the office, kitchen or nappy changing area unless accompanied by a member of staff.
- Children are not permitted to go into either of the two store rooms within the kindergarten building.
- Children are not allowed to go out of the Kindergarten garden gate unless accompanied by a member of staff.

Supervision of the Kindergarten in other areas of the school site (EYFS)

- When using the school playground or other areas of the school, i.e. Half Acre, Playground or the Infant Garden - a member of the Kindergarten staff will check the perimeter to ensure all gates leading to and from the area are closed and locked/bolted before and after the children enter the area.
- Where possible, a member of the Kindergarten staff will place themselves in sight of all exit and entry points.
- When required, a member of the Kindergarten team will be assigned to shadow any child who may require additional supervision.
- The member of staff leading the group will do a head count on arrival and before leaving the area.
- Minimum ratios apply everywhere within the school site. If a member of staff is working with a group on their own and are not within easy reach of another member of staff, such as the orchard or wildlife area, they should take a mobile phone.

Arrival supervision in the Kindergarten (EYFS)

- Children in the Kindergarten should arrive at 9.15am and be taken by their parents/adult carer to the Kindergarten gate where they will be met by a member of staff. If they arrive outside these times parents ring the bell at the main gate. Children arriving with an older sibling in the main school should be taken to the kindergarten gate at 9.00 am.
- A member of kindergarten staff is deployed in the morning to mark children in on arrival.
- Parents are responsible for notifying the school office if their child is absent for any reason. The kindergarten staff should check with the office if children are absent without an explanation and the school office will contact the parents.
- If a child arrives outside of the usual drop-off time (i.e. late arrival) the time of arrival will be noted on the late arrival sheet in the school office.

Home time supervision in the Kindergarten (EYFS)

- At home-time kindergarten children should be collected from the kindergarten gate at lunch time (12.15pm or 1.15pm) or at 3pm by their parent or another adult. A member of kindergarten staff should be on duty at the kindergarten gate to supervise home-time.
- Parents who arrive before collection time should wait outside the main gate until it has been opened by a member of staff.
- If a child is collected outside the usual collection time (i.e. early/late collection) the time of collection will be noted on the collection sheet in the school office.
- Kindergarten staff must only release children into the care of individuals authorised by the parent. Where this authorised person is not already known to staff they should be asked for ID.
- If a parent advises that someone who has not previously been authorised as a collector will be collecting their child, staff should make a note of the person's name and mobile number on the register and advise the parent that they will require ID if they are not known to the school.
- Where a change of collector is made 'on the day' by telephone, the office staff should carry out due diligence that the person making the call is the parent (i.e. checking it is the known mobile number).
- If parents are 10 minutes late collecting and have not sent a message, kindergarten staff should notify the office. If possible the child should remain in the kindergarten until the parent arrives unless no supervision is available in which case they are taken to the school office (**see Late Collection Policy**).

Supervision in Reception/KS1/KS2

- The level of supervision is always determined by, and appropriate to, the age of the children and the activity being undertaken. The school's ethos values the principle that children can be trusted with the responsibility of certain freedoms within clear boundaries. Children are encouraged to take personal responsibility, for example, delivering a message elsewhere, carrying out an activity or investigation outside the classroom.
- Nevertheless, each teacher has a responsibility to ensure the safety and good conduct of all children under his/her care at any particular time and should always be aware of the whereabouts of each child.
- Within the school campus the minimum staff/child ratio is: 1:30 for Sycamore, Oak Tree, Chestnut Willow and Elder classes. There should always be a minimum of two members of staff on-site whilst children are present. Exceptionally the school principal (or another person they appoint) may have sole responsibility for a child/children, when they are on school premises outside the published school hours.
- If for any reason a teacher/teaching assistant (with sole responsibility for a group of children) needs to leave the children for whom they are responsible, they should make arrangements for another member of staff to take on responsibility for the children, by asking a member of staff in an adjacent class or by sending two children to another class or the office to ask for cover.

Arrival supervision (Reception/KS1/KS2)

- Children should not arrive at school before 8.30am (unless arranged and agreed with the school Principal or attending breakfast club). A member of the SLT will be on duty in the playground from 8.30am and children are only allowed to come through the gate to the playground when they are present. A second member of staff should also be on duty in the playground if possible.
- A bell will be rung at 8.45am to signify that it is time for children in KS2 to line up ready to go into their classrooms with their teacher/TA. A teacher/TA from each class (KS2) will collect children from the playground.
- A teacher/TA from each class (KS1) will be in the playground from 8.50am. A bell will be rung at 9am to signify that it is time for children to line up ready to go into their classrooms with their teacher/TA.
- Parents who have children in KS1/KS2 classes and also a child in the Kindergarten may take their child to the Kindergarten gate at 9.00am when a member of the Kindergarten staff will be available to supervise them.

Late arrivals (Reception/KS1/KS2)

- Children who arrive after their class has gone in should be taken to the school office by their parent. The late arrival will be noted and the child taken to class by a member of staff.

Home time supervision (Reception/KS1/KS2)

- At home-time children come out to the playground with their teacher/TA. Children should remain with their teacher/TA until they have been collected. Parents wait outside the main gate. A member of staff ensures that the child's parent/collector is there before letting children through the gate. A member of SLT will have a clipboard with details of changes to collection arrangements/minibus and afterschool club lists etc. Once children have been collected the parent/carer is responsible for their supervision.
- Teachers should only allow children to be collected by a child's parent/carer or other authorised collector. Any queries should be referred to the office.
- Teachers should make sure that children who are staying for after school club go to their meeting place for the club.
- Teachers should make sure that children who use the minibus service are sent to the minibus meeting point.
- Children who have not been collected from the playground within 10 minutes should be taken to the office (see Late Collection Policy and Procedure).

Wet Weather arrival (Reception/KS1/KS2)

- In the case of wet/inclement weather a member of the SLT will decide if it is 'wet-weather' arrival. In this case children may go directly to their classroom buildings from 8.35am when a teacher/TA will be responsible for their supervision.

Minibus

- Children arriving by minibus are taken to the playground by the minibus driver. On arrival in the playground the driver will hand over responsibility for the children to the member of staff on duty. Children are supervised by the appointed member of staff until the teachers come out.
- At home-time, the minibus driver will collect the children going home on the minibus, checking the register before they leave. Kindergarten children who go home on the minibus are taken by a member of the kindergarten team to the minibus.

Care and supervision of children at playtime and lunchtime

a) Morning play (Elder/Willow/Chestnut classes)

- At playtime, teachers and teaching assistants should ensure that there are always a minimum of two members of staff on duty to supervise outdoor areas. Any class who takes a separate playtime on their own can be supervised by one member of staff.
- Staff should ensure they supervise from a vantage point where the largest amount of play area can be seen. They should enforce such rules as may be necessary. In the event of an accident the member of staff on duty should take appropriate action.
- Staff need to set appropriate boundaries and consider the range of activities depending on the number of staff on duty. Children should be made aware of these boundaries and the activities available.

b) Lunchtime Supervision (Sycamore/Oak Tree/Chestnut/Willow/Hawthorn/Elder classes)

- There will be a minimum of two members of staff on duty at all times. In exceptional circumstances a member of the SLT or office staff may be called upon to assist with supervision if one of the members of staff is not available or called away.
- A 'duty teacher' is also available each lunch-time to deal with behaviour issues or supervise children who need to make up any lost-learning.
- All staff have a collective responsibility for behaviour at all times and should speak to children and support the supervising staff whenever the need arises.
- Any children in classrooms or activity areas during lunchtimes must be supervised by a class teacher, teaching assistant or lunchtime supervisor.
- In case of poor or wet weather at lunchtime, a collective decision will be made by the staff on duty as to whether there will be indoor/outdoor play. Once a decision is made all duty staff should be informed. Whenever possible lunch play will be outdoors.

Supervision of children at after-school clubs

- Supervision of children at the school After-school Club is undertaken by a member of the school staff and follows the same supervision principles as supervision at other times of the school day. There will always be a minimum of two staff on the school site during all after school clubs.
- After-school activities organized by the Friends of Annan (PTA) will be overseen by a member of staff.

Summary supervision ratio for on-site and off-site activities

MINIMUM SUPERVISION RATIOS	On-site supervision ratio (including the orchard, wildlife area and half-acre)	Off-site supervision ratio including Slays Wood for Forest School and the Recreation ground for PE; <i>For other off-site trips this is the <u>minimum</u> ratio and subject to the risk assessment for the activities to be undertaken.</i>
Kindergarten	1:5 (two-year olds) 1:13 (3 and 4-year olds)	1:4 (2-year olds) 1:6 (3 & 4-year olds) (minimum 2 staff)
Sycamore Class and Oak Tree Class	1:30	1:8 (minimum 2 staff)
Chestnut and Willow Class	1:30	1:10 (minimum 2 staff)
Hawthorn and Elder Class	1:30	1:15 (minimum 2 staff)

Monitoring and review

This plan is monitored by the Principal or School Directors of the school and will be reviewed annually and in response to any changes in statutory guidance or advice.