



PRIORY SCHOOL
EDGBASTON

STAFF SUPERVISION OF EARLY YEAR PUPILS

POLICY

(STATUTORY)

Trustee Committee:	Risk & Compliance	
Date Approved:	September 2025	
Next of Review:	September 2028	
Member of Staff Responsible:	Serah Mockbil – EYFS Manager	
Trustee Overseer:	Ms Mattison	
Intended Audience:	Employees, Volunteers, Parents and Visitors	
Relevance:	Whole School	No
	Early Years	Yes
	Preparatory	No
	Seniors	No
Access:	Website	Yes
	Internal	No
	Restricted	No

Our Mission Statement

Priory School is a thriving, co-educational independent school founded upon a rich Catholic heritage which welcomes those from all faiths and none.

In partnership with parents and guardians we provide a nurturing, family-based ethos, alongside high-standards of teaching and learning, enabling all pupils to achieve their potential.

We embrace diversity and interfaith understanding alongside awareness of environmental and global issues, in response to the needs of our time.

The Governors and staff at Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors, regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.

The Governors, staff and pupils are committed to the safeguarding and welfare of pupils and staff.

To meet the needs of our school community, all our policies, including this policy, can be made available on different formats such as different font sizes or styles, colour, or alternate languages.

The Governing Council understands it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

STAFF SUPERVISION OF EARLY YEAR PUPILS POLICY

This policy sets out the procedures and expectations for the supervision of children within the Early Years Foundation Stage (EYFS) at [Setting/School Name]. It ensures compliance with the Statutory Framework for the Early Years Foundation Stage, Keeping Children Safe in Education (KCSIE), and relevant health and safety legislation.

We recognise that young children require high levels of care, vigilance, and engagement to safeguard their welfare and promote their learning. Effective supervision underpins children's safety, well-being, and development.

Principles of Supervision

- The safety and welfare of children is the paramount consideration in all supervision arrangements.
- Supervision must be active, appropriate, and responsive to children's age, needs, and level of independence.
- Staff: child ratios must comply with or exceed statutory requirements at all times.
- Children are never left unsupervised either indoors or outdoors.
- Staff deployment is planned to ensure all areas of the learning environment are adequately monitored.

Staffing Ratios and Requirements

In accordance with the EYFS Statutory Framework (2025):

- Children under 2 years: Minimum 1 staff member per 3 children. At least one member of staff must hold a full and relevant Level 3 qualification.
- Children aged 2 years: Minimum 1 staff member per 5 children. At least one member of staff must hold a full and relevant Level 3 qualification.
- Children aged 3 years and over: In registered early years settings (not schools): 1:8 where at least one Level 3 is working directly with the children, or 1:13 if a qualified teacher is present.

All ages:

- A named deputy must be available to take charge in the absence of the manager.
- Ratios must be maintained during breaks, staff sickness, or emergency situations.

Supervision Arrangements

Indoor Environment

- Staff are positioned to ensure clear lines of sight and awareness of all children.
- Regular headcounts are taken, especially at points of transition (e.g., moving between rooms, mealtimes, naps).
- Children are always within sight or hearing of a qualified staff member.

Outdoor Environment

- A risk assessment is conducted daily to ensure safety.
- Staff are deployed across the outdoor area to cover all zones (e.g., climbing equipment, quiet play areas).
- Exit points are monitored at all times.

Toileting and Intimate Care

STAFF SUPERVISION OF EARLY YEAR PUPILS POLICY

- Safeguarding, dignity, and hygiene procedures are followed in line with the setting's Intimate Care Policy.
- Children are never left unattended in toileting areas.
- Only vetted and appropriately trained staff carry out intimate care.

Sleep and Rest

- Sleeping children are frequently checked and monitored.
- Staff remain present and vigilant in sleep areas.
- Records of sleep checks are maintained.

Off-site Visits and Outings

- Risk assessments are carried out in advance, and parental consent is obtained.
- Ratios are adjusted to provide additional supervision as required (often exceeding statutory minimums).
- Staff carry registers, emergency contact details, first aid kits, and follow the Visits and Outings Policy.

Staff Responsibilities

- Remain vigilant, proactive, and engaged at all times.
- Carry out frequent headcounts and monitor attendance registers.
- Communicate clearly with colleagues when moving children between areas.
- Report concerns about safety, hazards, or safeguarding immediately.
- Model safe behaviour and reinforce boundaries with children.

Leadership and Management Responsibilities

- Ensure staffing levels and deployment are planned effectively to meet ratios.
- Monitor supervision practices through observations, staff meetings, and audits.
- Provide regular training on supervision, safeguarding, and health and safety.
- Ensure risk assessments are reviewed and updated regularly.
- Investigate any incidents where supervision is called into question.

Safeguarding and Child Protection

- All staff must be familiar with the Safeguarding and Child Protection Policy.
- Concerns regarding a child's welfare must be reported to the Designated Safeguarding Lead (DSL).
- Supervision arrangements should reduce opportunities for inappropriate or unsafe contact.

Monitoring and Compliance

- Compliance with this policy will be monitored through staff supervision, spot checks and audits.
- Ofsted may request evidence of how the setting ensures effective supervision.
- Non-compliance will be treated seriously and addressed through training or disciplinary procedures.

Monitoring and Review

The policy is constantly being reviewed to take into account any changes with contacts or procedures and take account of educational initiatives and respond to the future priorities of the school.

STAFF SUPERVISION OF EARLY YEAR PUPILS POLICY

This policy will be monitored by the Early Years Manager, who will report to the Deputy Headteacher on its implementation on a regular basis. It will be reviewed by the designated member of the Governing Council