

## EYFS Supervision Policy (Indoor/Outdoor and school grounds)

### The Aims

For the school to:

- Provide a safe, secure and clean environment in which pupils can play, relax and develop physically and socially.
- Supervise the pupils to ensure that no child feels threatened or alone.
- Encourage pupils to play happily together and to intervene when the need arises.
- Assist any child who is injured through a fall or any other means.

### Supervision

Teachers and Classroom Coordinators supervise indoor/outdoor provision time and movements around the school grounds.

### Indoor Play Procedures (free provision indoors)

#### Pre-School

- At drop off and pick up times only staff are permitted to answer the door.
- Only selected Silcoates staff can access the Pre-School building using a secure fob.

### Outdoor Play Procedures

#### Pre-School

- Staff monitor the surfaces depending on the weather e.g. in wet weather the surfaces become more slippery.
- No child is to enter the outdoor area before the teachers/classroom coordinators have checked the gates are bolted.
- No pupil is to leave the playground without permission.
- Pupils must be reminded of the rules.
- Pupils are encouraged to play together in a caring manner.
- Pupils are to take care when running on the sloping playground.
- Pupils should be encouraged to use the toilet as they go out to play or when they go back into school. A child must ask permission to go to the toilet during playtime and must be escorted by a member of staff and supervised as appropriate.
- If a child goes to the toilet a member of staff must monitor the child entering and exiting the building.
- All accident forms should be completed before the end of the day and given to the appropriate member of staff.
- At the end of outdoor play, a member of staff will do a full search and check of the outdoor area for any children left.



- Each day an allocated member of the Pre-School team is responsible for overseeing the numbers within the Pre-School during the day. This includes monitoring attendance during sessions, logging absences and contacting parents where required.
- The outdoor area will be checked and the gates will be checked to make sure they are closed.
- When all children have been accounted the main door to the Pre-School will be closed.

## **Indoor Play Procedures (free provision indoors)**

### **Reception**

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- Only staff, other adults and children can access the middle block using a secure fob and with permission.
- The children in Reception can access the classroom and messy room.
- If the children go outside, they must be supervised with an adult at all times.

## **Outdoor Play Procedures (free provision outdoors and lunchtime playtime)**

### **Reception**

- Staff monitor the surfaces depending on the weather e.g. in wet weather the surfaces become more slippery.
- No child is to enter the outdoor area before the teachers/classroom coordinators have checked the gates are bolted.
- No pupils are to leave the playground without permission.
- Pupils must be reminded of the rules.
- Pupils are encouraged to play together in a caring manner.
- Pupils are to take care when running on the sloping playground in Pre-School.
- Pupils should be encouraged to use the toilet as they go out to play or when they go back into school. A child must ask permission to go to the toilet during playtime and must be escorted by a member of staff.
- If a child goes to the toilet a member of staff must monitor the child entering and exiting the building.
- All accidents forms should be completed before the end of lunchtime and given to the appropriate member of staff.

## **Reception Wet Playtimes**

Wet playtimes are referred to as a playtime that is not safe in the outdoor area. Weather changes are closely monitored.

## **Reception Wet Playtimes**

At lunchtime, the weather is monitored when it is wet, however, when it is raining heavily, children remain inside either playing large circle games, dancing, singing or educational screen time using the interactive board. The members of staff on duty will ensure that wet playtime runs as smoothly as possible.



## Lunchtime Procedures (Dining Hall)

The Pre-School and Reception staff take the children to the dining hall and show them where to sit. All Pre-School and Reception staff serve the children their food and support and assist as appropriate. Staff who are on lunchtime duty supervise the children and eat their own lunch with them; modelling positive eating habits, how to use cutlery, what are good table manners and try new foods.

All children are asked to eat their lunch first, they are encouraged to tell an adult before they eat their pudding.

## End of Day Session/Day Supervisions (Pre-School)

Pupils who are going home at the end of session are in provision supervised until collected and dismissed by a member of staff to their parent/s. If a child is collected whilst playing outside, they must be signed out when exiting the playground with their parent.

## End of Day Supervisions (Reception)

All pupils going home at the end of day at 3:25pm are supervised by the class teacher when meeting and greeting parents. The rest of the children who are going to After-School care/clubs are supervised by the Classroom Coordinator.

## Accidents

If a child needs attention he/she is looked after by a member of staff and/or taken to the School Nurse for treatment if applicable. If the accident is more serious the child is not moved, the School Nurse is called to attend and medical procedures are followed.

All accidents must be written on the appropriate accident form and passed onto the class teacher, who can then ensure parents sign the form and are phoned if applicable. Forms then to be filed and evaluated by the Head.

Serious accidents and all head injuries must be reported to the Head. A letter will be sent to the parents for all serious accidents and head injuries. If necessary, parents will be contacted by telephone.

The School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.

<b>Reviewed by:</b>	Mrs Escreet – Head of Pre-School Mrs Moss – Head of Junior School		
<b>Date of last review:</b>	April 2024	<b>Date of next review:</b>	June 2025

