

EYFS Supervision (Registration and Safe Collection)

Parents must be encouraged to make firm arrangements for collection prior to leaving their child. Parents wishing their child to be collected by anyone other than themselves, must state this to staff prior to collection. Wherever possible, this should be confirmed in writing and introductions made to staff to enable an immediate confirmation of identity. All new parents will be provided with brief outlines of the collection policy.

At the beginning of each **Pre-School** session children are signed in by a staff member Parents must also state (to the member of staff letting their child into School) who they expect to collect the child at the end of the session. This will be recorded on the signing in sheet. Pupils are not signed into **Kindergarten**.

Parents must inform school if an adult other than themselves is collecting their child at the end of the day. Under emergency circumstances parents may telephone the School prior to collection providing the name of the adult who will be collecting the child. If circumstances dictate, on arrival at School, they will be expected to show photographic identification prior to the release of the child. Prior to release of a child to any adult other than a parent staff must check if collection has been sanctioned as above.

If a different person calls to collect a child, and the parents have not informed the School of this, the following procedure **must** be followed:

- Ascertain the name of this adult and ask them to wait in the Junior School reception.
- Confirm the identity through photographic evidence.
- Contact the parent and confirm that the person waiting has permission to collect the child.
- If the parent cannot be contacted, then the child must not leave the building.

Some children are not allowed to come into contact with members of their own family or other individuals. In such circumstances a register is kept for each child and the names of those individuals with whom that child is forbidden contact. If one of these individuals should call at the School they must not be granted access.

Pupils should be supervised both individually and collectively at all times during the School day from when they are handed into the care of the School by parents or carers until they are handed back to the care of parents or carers. Pupils in EYFS will be supervised by appropriately qualified staff and with an adequate number of staff to ensure compliance with ratios set out in the EYFS Framework. There will be a member of staff with appropriate Paediatric First Aid training available to pupils in EYFS at all times.

Supervision during the School Day

- Children are supervised by an adult at all times.
- The teacher to pupil ratios for 3 and 4 year olds are :

Reception – Children aged 4-5 (and until the end of the Reception year)

Level 6	1:30
Instructor status	1:30
Level 3-5	1:13, in the presence of a Level 6 or member of staff with approved instructor status
Level 3	1:8, in the absence of a Level 6 or member of staff with approved instructor status
Level 2	1:8, in the presence of a Level 3 or above
Unqualified in terms of EYFS childcare/education qualification	1:8, in the presence of a Level 3 or above

Nursery – Children aged 3-4

Level 6	1:13
Instructor status	1:13
Level 3-5	1:8
Level 2	1:8, in the presence of a Level 3 or above
Unqualified in terms of EYFS childcare/education qualification	1:8, in the presence of a Level 3 or above



- The EYFS area of the playground is fenced and gated and the gates are always locked with fastenings out of the children's reach.
- All parents and visitors have to enter the School building via the main reception.

In Pre-School

- When children arrive for a session they are signed in on the signing in board by a designated member of staff who checks this board as the children arrive.
 - When all the children expected for a session are in, a quick head count establishes that numbers are correct according to the signing in board. A register is then taken.
 - When children gather for register/input, again the numbers doing the activity should match the numbers recorded for the session. A quick head count is done.
 - On leaving and entering the EYFS area, for example going to the dining room, the children are counted.
 - Visitors must sign the Visitors Book and wear a Visitors badge.
 - Parents collect children from the class teacher at the end of the day.
 - Pre-School pupils are signed in and out of the After School Club by a member of staff.
 - A member of staff signs the children out as they leave School.
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- In **Kindergarten** pupils are dropped off at the EYFS door.
 - A morning and afternoon register is taken.
 - Regular headcounts are taken whenever pupils move between rooms or buildings.
 - Visitors must sign the Visitors Book and wear a Visitors badge.
 - Parents collect children from the class teacher at the end of the day.
 - Kindergarten pupils are signed in and out of the After School Club by a member of staff.

Non Collection of Children

Allowances are made for unforeseen circumstances and late collection. In such cases the parents are requested to notify the School at the earliest opportunity.

If a child is not collected within half an hour of the agreed collection time, we will call the contact numbers for the parent/carers.

During this time, the child will be safely looked after. If there is no response from the parents'/carers' contact numbers by 6.00 pm then the child will remain with the Teachers on late duty/Head (must always be at least two staff present). If there is no response by 6:30 pm then the emergency numbers will be contacted; if there is no response by 7.30 pm then the Head will contact the Social Care Duty Emergency Duty Team (EDT). Social Care will make emergency arrangements for the child, will arrange for a visit to be made to the child's house and will check with the Police. We will make a full written report of the incident.

Head of Junior School with EYFS Co-ordinator
September 2025