

Queen's College Preparatory School (including Early Years Foundation Stage)

EYFS Supervision Policy

*Due for annual review
by EPC during
Michaelmas Term
2026*



Introduction

The safety and welfare of children in the Early Years Foundation Stage (Little Corgis and Reception) at QCPS are of paramount importance. All staff are responsible for ensuring the wellbeing and protection of every child at all times. Statutory adult-to-child ratios are consistently maintained in line with the requirements set out in the Early Years Foundation Stage Framework 2025, ensuring high standards of supervision and safety. This policy outlines the procedures for supervising EYFS pupils throughout the school day.

Site Safety

The safety of children and staff at QCPS is supported through the secure management of the school building. Access to the Preparatory School is controlled through four points.

Main Entrance – 61: The front entrance is clearly signposted for visitors and secured by a magnetic lock. Entry can be gained via the School office, the internal switch (used by staff exiting the building), or a four-digit staff keypad. The entrance is monitored by a CCTV camera in the School office, allowing staff to identify all individuals entering and leaving the premises. An additional set of glass doors beyond the main entrance also requires a four-digit code for access.

Second Entrance – 59: The front door to 59 remains locked from the inside during the school day and is opened only to allow pupils to enter and exit with their class. During these times, a member of staff supervises the door until the final pupil has passed through.

Street-Level Access – Basement Gates: Two street-level gates provide access to the basement via coded locks for staff and CCTV intercom systems for visitors. The locks and intercoms are located at the top of the stairs. Exiting through the gates is controlled via an exit button and an emergency override. Once inside the stairwells, individuals enter QCPS through one of two basement doors. Both basement doors are key-operated from the outside and push-bar operated from the inside.

The basement door to 61 is staffed and unlocked during pupil entry and exit times for Breakfast Club and Co-Curricular activities. The basement door to 59 is unlocked when staff are in the dining room or kitchen, as these doors also serve as fire exits. It is also unlocked for catering staff to access kitchen stores and is kept closed and locked when not in use.

Staff Supervision Ratios in the EYFS Classes

The EYFS provision at QCPS includes a Little Corgis class (ages 3–4) and Reception (ages 4–5). Staff-to-pupil ratios comply with the statutory requirements set out in the

EYFS Framework 2025. All staff hold full and relevant qualifications in line with DfE criteria. Whilst in the setting pupils are usually within sight and hearing of staff and always within sight or hearing.

Supervision before the School Day

Breakfast Club takes place from 7.30am – 8.15am, Monday-Friday during term time. It is staffed entirely by QCPS full time members of staff. Pupils are dropped to the basement entrance and Reception pupils handed over to a member of staff by their parents/carers. All children are registered by the member of staff on duty.

The following statutory staff:pupil ratios are maintained in accordance with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage Framework 2025.

	Little Corgis	Reception
Level 6 – QTS, EYPS, EYTS	1:13	1:30
Full and relevant Level 3 to Level 5	1:8	1:13
Full and relevant Level 2 in the presence of a full and relevant Level 3 or above	1:8	1:8
Student or apprentice in the presence of a full and relevant Level 3 or above	1:8	1:8
Instructor	1:13	1:30

Whilst the EYFS pupils are eating a member of staff holding the full Paediatric First Aid certificate is always present in the dining room. A designated member of staff is assigned to ensure the food being provided meets the needs for each EYFS child. Wherever possible, Early Years staff sit facing children whilst they eat, so to ensure they eat safely, minimise the risk of choking or food sharing, and remain alert to any unexpected allergic reactions.

EYFS pupils are collected by a member of staff and taken to their classroom for the beginning of the school day at 8.15am

Supervision during the School Day

Little Corgis and Reception pupils come into school from 8.15am. Pupils are handed over to a staff member by their parents/ carers at QCPS main entrances at door 59 or 61. At least one staff member is always present in the classroom.

Registration

Early Years Foundation Stage teachers electronically register the pupils at 8.40am, when the door to the school is closed. Pupils arriving after 8.40am 'sign in' at the School office, and the electronic registers are updated and printed by the School Secretary. Pupils are also electronically registered at the start of the first afternoon lesson by their Form teacher.

Supervision during Lessons

EYFS staff supervise children in the classroom. During specialist lessons statutory ratios are maintained in accordance with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage Framework 2025.

Supervision During Transitions

EYFS pupils are closely supervised at all times when moving around the school, whether transitioning to lunch, activities, or other areas. A teaching assistant or qualified teacher always accompanies them, and EYFS children are never left to move around the building unsupervised.

Supervision during Break

EYFS staff supervise children at break time and ratios are maintained in accordance with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage Framework 2025.

EYFS children use the toilets which are situated in the basement of the school. Children are always escorted to the toilets by a member of staff.

Supervision during Lunch Time

Members of staff on duty are responsible for maintaining order, safety, and appropriate behaviour of EYFS pupils during lunch. Little Corgis pupils arrive for lunch at 11.20am, and Reception pupils at 11.40am, accompanied by their Form Teacher and Teaching Assistant.

All EYFS staff hold full Paediatric First Aid certification and are present throughout mealtimes. Designated staff members in each dining room ensure the food provided meets the individual needs of each child. Wherever possible, Early Years staff sit facing the children while they eat to promote safe eating, reduce the risk of choking or food sharing, and remain alert to any unexpected allergic reactions. Pupils receive appropriate assistance as required to help them eat independently and safely.

Early Years pupils leave the dining rooms at 12:10pm, with designated staff maintaining statutory ratios in line with the Early Years Foundation Stage Framework 2025.

Supervision during Garden Time

The Early Years Foundation Stage pupils have outdoor time every day, weather permitting. During garden time, each class is taken by a qualified teacher and a

teaching assistant. The garden is a short distance from school and is a gated and secure play area. Statutory staff:pupil ratios are maintained in accordance with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage Framework 2025.To ensure the pupils' safety, members of staff follow the control measures listed in the risk assessment for walking in the locality.

Supervision during Inclement Weather

The Prep Senior Leadership Team determines whether weather conditions permit pupils to visit the Garden. In the event of inclement weather, when pupils remain in the classroom, statutory staff-to-pupil ratios are maintained in accordance with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage Framework 2025.

Supervision at the End of School

At the end of the school day 3.00pm, EYFS children are dismissed by their Form Teacher and Teaching Assistant from doors 59 or 61 to their parents or carers. Children are only released to their parents or carers unless prior arrangements have been made and the Form Teacher notified of an alternative adult. Wherever possible, the collecting adult should be introduced to the Form Teacher in advance.

If an EYFS child has not been collected by 3:10pm, parents or carers are contacted to confirm when they will arrive. Children remain with the Form Teacher or Teaching Assistant in the classroom until they are collected. Under no circumstances will an EYFS child be permitted to leave the school premises unsupervised or with an adult about whom the school has not been informed.

Supervision during After School Activities

From Monday to Thursday there are after school clubs for the Reception pupils to attend and any EYFS child attending is taken to the lunch hall at 3pm by a teaching assistant and handed over to their club supervisor who have full responsibility of EYFS children. At the end of the session or when a parent/carer arrives to collect them EYFS pupils are handed over to the parent/carer. Before attending the club, Reception pupils eat a small snack in their classroom, supervised by their Form Teacher and Teaching Assistant, both holding the Full Paediatric First Aid Qualification.

Uncollected Children

Uncollected EYFS pupils wait in their classroom with a teacher or teaching assistant and the procedures set out in the Uncollected Children Policy are followed.

Twilight Club

4-6pm Mondays to Thursdays and is supervised by a staff member.

Supervision on School Trips

In the EYFS, children participating in visits or off-site activities are supervised closely at all times by their Form Teacher and Teaching Assistant, or by another qualified teacher. Additional adults who have been cleared to work with children, such as parent volunteers may assist with supervision but are never left alone with pupils.

All external providers, volunteers, and parent helpers involved in QCPS activities, including trips, and whose role includes contact with children, are required to hold an enhanced DBS check administered by the School. They must also read and sign the School's Code of Conduct (Appendix 1) before taking part in any activity.

Staff-to-pupil ratios for off-site trips exceed the requirements set out in the Early Years Foundation Stage Framework 2025.

Upon returning to school, EYFS pupils are dismissed in the usual way to their parents or carers, as outlined above. Where a group returns during the school day, normal supervision arrangements apply.

Senior Leadership Team (SLT)

One member of Prep School Leadership Team remains on the QCPS site until 6pm. Their details are displayed in the School office. Whilst Early Years Foundation Stage pupils (Little Corgis and Reception) are in school, a member of staff holding the full Paediatric First Aid certificate is on site at all times.

Appendix 1

QCPS Code of Conduct: External Providers and Volunteers

This of Conduct Agreement Form must be completed by external providers and volunteers, including parents and College student helpers, before any work with pupils may commence.

Each member of the QCPS community is expected:

- To treat everyone with dignity and respect regardless of differences of ethnicity, religion, age, ability, gender, sexual orientation and economic circumstances.
- To adhere to the ethos and values outlined in our Behaviour Policy, available on the School website.
- To report all concerns regarding the safety or welfare of a pupil to the Deputy Head (Pastoral), or in their absence, to the Assistant Head (Prep) or Assistant Head (Pre-Prep).
- To ensure all allegations or suspicions of abuse are reported and acted upon.
- To only use the School's devices to take photographs or films of children, which will be uploaded to the School's approved sharing platforms in accordance with the School's Photography of Children policy. Personal mobile devices should never be in sight of pupils.
- To create an environment in which all pupils can reach their full potential and involve pupils in leadership and decision making.
- To maintain professional dress standards, and as staff and volunteers to conduct ourselves in a manner consistent with our position as a positive role model to children and young people and as a representative of the school community.
- Not be present at School when adversely affected by any substances such as alcohol or drugs.
- Not to smoke when on the School premises or at any school event.
- Not send any pornographic, sexually suggestive, abusive or offensive messages to any member of the school community by way of emails, SMS or mobile phone messaging, telephone calls or written notes or any other forms of communication.
- Not to develop inappropriate relationships with pupils, or take a pupil to their home, or encourage private meetings with pupils outside school hours or make contact (such as telephone, email or SMS messaging) with pupils out of school hours without the prior approval of the School or the pupil's parents. In such instances, the message will be copied to a teacher.
- Not to hold or touch any member of the school community in an inappropriate and/or culturally insensitive way.
- Not to spend time alone with a pupil unless an open and supervised environment can be maintained
- To maintain adequate ratios of pupils to staff and volunteers as follows:
 - 1 adult to 5 children from /EYFS
 - 1 adult to 8 children from Form I to Form III
 - 1 adult to 12 children from Form IV to Form VI
- Not to do things of a personal nature for a pupil that she can do herself.
- To encourage pupils to speak up when they feel unsafe about an activity or programme and follow all School policies regarding adult-child relationships.

I agree that I will abide by this Code of Conduct in all interactions with QCPS pupils.

Name: _____

Signature: _____

Date: _____